**PART ONE** – **PERSONAL INFORMATION**

YSOP seeks Staff with varied racial, ethnic and religious backgrounds. We do not discriminate against persons on the basis of race, color, sex, sexual orientation, religious affiliation, national origin, citizenship status or age. Final employment is conditional upon the completion of a background investigation satisfactory to YSOP.

**NAME:**

Address:

Phone:

Email address:

Citizenship:

If you are not a US Citizen, what is your citizenship status?

YSOP offers basic health insurance. Will you be taking advantage of this benefit?

Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

PART TWO – EDUCATION, EXPERIENCE & SKILLS

Please submit a résumé, no longer than two pages. Include your name and address on each page and:

* Information about your education, including schools and dates attended, degrees, field of study, any honors
* Work experience: include full-time and temporary positions, summer jobs, internships, etc.
* Volunteer/service experience

For each job or volunteer position that appears on your résumé, please list the following:

* Position(s) held
* Name(s) of organization
* Responsibilities
* Dates of employment or involvement

# SKILLS

Please describe your level of expertise, including knowledge of, practical experience with and specific software and formats for each of these skills. Specify any experience or training you have had that might be useful. Indicate if you have a special interest in developing a skill.

# Outreach/Sales/Marketing:

# Microsoft Office:

* **CRM (e.g. salesforce):**
* **Professional Social Media:**
* **Web design:**
* **Group Leadership:**
* **Public Speaking:**
* **Writing:**
* **Fundraising:**

# Graphic Arts:

# Photography:

* **Language Skills (verbal and/or written):**

# EXPERIENCE

Please describe your experience in the following areas you believe are relevant for YSOP

* **Youth Work (include camps, tutoring, mentoring, babysitting, education – specify age groups):**
* **Service/Work with Homelessness, Hunger and People in Need:**
* **First Aid Training and/or Certification:**
* **Cooking and/or Food Preparation**

### PART THREE – SELF REFERENCE

**Please provide three brief essays, no more than 1 page for each subject.**

1. Describe a recent service experience and its impact on you.
2. Why do you want to be the YSOP Washington DC Program Manager and how do you plan to help YSOP recruit more groups for service programs?
3. What do you hope to learn in this position?

## PART FOUR – REFERENCES

Please ask **two** people to complete a reference on your behalf. References must come from individuals from at least two different organizations. A reference should come from someone who has supervised you as an employee or volunteer, a professor who knows you well, a clergy member or an academic or professional advisor.

*We will not accept references from family members, or close friends or all from the same organization.*

List names and organizations of people completing your references:

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE:**

* It is the applicant’s responsibility to see that reference letters are sent to YSOP.
* References can be mailed to YSOP: 1317 G Street NW, Washington DC 20005
* We will also accept a pdf reference as an attachment if it comes directly to YSOP (dbeauchamp@ysop.org) from your reference. Forwarded emails from you will not be accepted.