

PCPO JOB APPLICATION INSTRUCTIONS

To apply for the PCPO Insurance Coordinator position, email the following items by Wednesday, September 12 at midnight:

A. Resume and Cover Letter

B. Supplemental application information. Please answer the following questions:

1. List the dates of membership in cooperative preschools, and board or committee positions held at those schools.
2. Describe any involvement with PCPO.
3. Briefly describe a situation in which you set up or managed a system for tracking data and/or money.
4. Briefly describe your understanding of basic insurance terms/language and your prior experience with insurance policies and agencies.
5. Two letters of reference - may be personal or professional.

Deadline: Wednesday, September 12, 2018 at midnight

Please send applications to: pcpojobs@gmail.com

Note: Interviews for selected applicants will be the evenings of Wednesday, September 19 and Thursday, September 20.

Applicants to be interviewed will be contacted by phone or email September 17th or 18th. Finalists may be invited to a second interview within a short time period.