| **Municipal Engagement Coordinator** | **Candidate Questionnaire** | **Your Response** |
| --- | --- | --- |
| **Area of Responsibility/Qualification** | **Questionnaire Item** | **Your Experience?** |
| **Outreach Programs** | Describe your experience in executing outreach programs, particularly those focused on legal matters. How have you encouraged resident engagement with town government processes? |  |
| **Legal Guidance and Information** | Provide an example of how you have provided legal guidance to individuals or groups, helping them navigate municipal legal processes. |  |
| **Legal Compliance and Due Process** | Explain your approach to ensuring municipal policies and actions comply with legal requirements. Have you worked with legal departments to maintain this compliance? Give examples. |  |
| **Citizen Engagement Programs** | Describe your experience in planning and coordinating public meetings, forums, or workshops on legal topics. How have you managed online platforms for legal feedback? |  |
| **Document Preparation and Review** | Share your experience with preparing and reviewing legal documents, such as public notices and contracts. How do you ensure their accuracy and compliance with laws? |  |
| **Conflict Resolution** | Provide an example of how you mediated a dispute between residents and the town government. What was the outcome? |  |
| **Legal Research and Analysis** | Describe a situation where you conducted legal research on municipal issues. What was the challenge, and how did your findings impact the town? |  |
| **Data Collection and Reporting** | How have you gathered and analyzed data related to legal matters? Describe the process and how your reports influenced town leadership decisions. |  |
| **Educational Background** | Do you hold an Associate's degree in Paralegal Studies, Legal Studies, or a related field? Is paralegal certification something you possess? |  |
| **Experience in Community Engagement** | Discuss your demonstrated experience in community engagement or legal research. How have these experiences prepared you for this role? |  |
| **Communication Skills** | How would you rate your written and verbal communication skills? Provide an example of how you've effectively communicated complex legal information. |  |
| **Digital Proficiency** | Describe your proficiency with social media, website management tools, and other digital communication resources. How have you used these in a professional context? |  |
| **Organizational and Planning Abilities** | Share examples of your organizational and event planning abilities, especially in contexts that required coordination with diverse groups. |  |
| **Collaboration with Diverse Groups** | Can you give an example of a project or initiative where you had to work collaboratively with diverse groups or individuals? |  |
| **Passion for Community Involvement** | What drives your passion for community involvement and fostering positive relationships between residents and local government? |  |
| **Flexibility and Travel Requirements** | Are you able to meet the flexibility required for evening and weekend events, as well as occasional travel within the municipality? |  |

|  |
| --- |
| **Why Hire Me?** |
| Click or tap here to enter text. |
|
|
|
|
|
|
|
|
|
|
|