

**Subject:** FW: Seeking Facilitators - PLEASE POST

**Bcc:** 270-274 Offices/POOMs/Employee Development/Unions/Admins

Postmasters/Supervisors/Managers,  
Employee Development is seeking Rural & City Carrier Academy, Sales & Service Associates and Orientation Facilitators. Please ask your employees if they are interested and post this email along with application on bulletin boards. Anyone interested must submit the attached application. All newly appointed facilitators will have to complete facilitator instructor training . The office must be willing to work with Employee Development in releasing an employee when needed for training. Sales and Services Associates must have a minimum of one year experience. Employee Development makes every effort to ensure facilitators are rotated so the same person will not have to be requested continuously.

**Requirements for potential facilitators include but aren't limited to:**

- Excellent attendance and safety record
- Excellent communication skills
- No pending discipline or discipline on file
- Trustworthy
- Multitasking capabilities
- Work without supervision
- Computer knowledge to include Microsoft programs

Please have your employee complete and submit the attached application no later than close of business **Friday, November 5<sup>th</sup>**. I appreciate your time and support in messaging this information.

**Mail or scan applications to:**

Sherilyn McDowell  
Raleigh Training Office  
1 Floretta Place  
Raleigh, NC 27676-9403

[Sherilyn.S.McDowell@usps.gov](mailto:Sherilyn.S.McDowell@usps.gov)