

December 18, 2023

Ms. Amelia Smith  
Climate Advisory & Energy Committees  
Town of West Tisbury  
1059 State Road  
PO Box 278  
West Tisbury, MA 02575

Dear Ms. Smith:

Please excuse my late submission; I learned of this opening just last evening and am applying for Assistant for Climate/Energy Committee in the off-chance I might still be considered. If not, please keep me in mind for any comparable posts if they become available.

I'm currently employed part-time for the Martha's Vineyard Fishermen's Preservation Trust, for which I assist in communications writing and editing, as well as grant-writing (and whatever else comes up, such as envelope-stuffing). I also function as office administrator for the Martha's Vineyard Seafood Collaborative, a subsidiary of the Trust, during its months of operation (mid-May through October) and perform office tasks and light bookkeeping there.

Prior to that, I was a freelance writer, editor, copy editor, grant writer, and proofreader for the 15 years that my daughter was young. I have extensive experience in these areas.

My family has spent summers on the Vineyard since the 1970s. I moved here year-round in 2021. Our family house was first on Paul's Point, and we subsequently moved to Chilmark, off North Road.

I feel well-positioned to help with the work of both committees. I don't consider myself over-qualified, since I don't particularly care about my relative position in an organization. (I worked behind the counter for Rose Willett at North Tisbury Farm my first year-round summer, which is to say, I'm happy to do whatever.) Both of my island references speak to the ways I'd be a good fit for this position.

I appreciate your (belated) consideration. I don't consider late applications a casual matter.

I look forward to speaking with you, if possible.

Sincerely,

A handwritten signature in black ink that reads "Kate Guiney". The signature is written in a cursive, slightly slanted style.

Kate Guiney

L. KATE GUINEY  
Chilmark, MA  
[kate.guiney@gmail.com](mailto:kate.guiney@gmail.com)

**PROFESSIONAL  
EXPERIENCE**

**Writer/Editor, New York City; Martha's Vineyard; 2003–present**

Write and edit to reflect organizational mission, culture, and goals on a freelance basis. Edit and reorganize raw copy to present complex ideas with clarity. Help organizations strategize, then draft, both grant applications and website language to reflect goals and distinct culture. Diverse client group includes Education Resource Strategies (Boston), Wireless Generation (Brooklyn), New Visions for Public Schools (Manhattan), the Boston Plan for Excellence, the Public Education Network (Washington, D.C.), Breakthrough (Manhattan), Jobs for the Future (Boston), *The Architect's Newspaper* (Manhattan), *Topos* (Munich), as well as private individuals, published and unpublished.

**Los Angeles Education Partnership, Los Angeles, California 2013–2016;  
Public Education Network, Washington, D.C. 2008–2012**

Advanced the mission of the Public Education Network and the Los Angeles Education Partnership through delivery of deft, concise summaries of events, policy, and research regarding public education reform, on a weekly basis. Tracked developments in education news by monitoring media, policy outlets, and institutions, then edited complex stories and ideas into succinct summaries, with headlines that micro-distilled content and were occasionally wry. Weekly subscription of 35,000. Revised *NewsBlast* from existing format into a precise, policy-oriented publication.

**Production Assistant, Commercials, New York City, 2004–2007**

Supported management in office and finance; liaised between production and agency; helped coordinate crew on high-budget shoots with high-profile talent.

**Producer/Director/Writer, Diacritical Films, Boston, 2002–2004**

Wrote, shot (with two other crew members), edited, and produced ten short films that advanced best teaching practices in the Boston Public Schools.

**EDUCATION**

**Yale University, New Haven, Connecticut**

B.A., *cum laude*

Major in Fine Art and American Studies

**Boston University School of Communication, Boston, Massachusetts**

M.F.A. in Film Production and Screenwriting

**Charles Cecil Studios, Florence, Italy**

Studio work in figurative painting

**New York Studio School, New York, New York**

Studio work in figurative painting

**TOWN OF WEST TISBURY**

1059 STATE ROAD

P.O. BOX 278

WEST TISBURY, MA 02575

PERSONNEL BOARD

508-696-6404

PERSONNEL@WESTTISBURY-MA.GOV

www.westtisbury-ma.gov

**An Equal Opportunity Employer**

The Town of West Tisbury is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, or any other class protected by federal, state, or local law. Any person who needs assistance in fully participating in the application process should contact the Town of West Tisbury Personnel Board.

A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

**I. Contact Information.**

Name: LEAH (KATE) GUINEY Date: 12/18/23

301 SOUTHGATE RD VINEYARD STAVEN MA 02568  
Address (mailing) # and Street City and State Zip Code

73 PARLOCK'S POND RD CHILMARK MA 02535  
Address (physical) #and Street City and State Zip Code

617 470 2625 Telephone (home) same Telephone (cell) kate.guiney@gmail.com E-Mail Address

II. Position applying For (Please specify position title or job category). Asst. to Climate/Energy Committee

How did you hear about this position? word of mouth

Have you ever been employed by the Town of West Tisbury When? What department?  
No.

**III. Education**

School	Name, Address, City, State	Type of Degree
High School	BOSTON LATIN SCHOOL - BOSTON MA	HIGH SCHOOL
College	YALE UNIV. NEW HAVEN, CT	BA
Graduate School	BOSTON UNIV. SCHOOL OF COMMUNICATIONS	MFA
Trade, Business, night courses		
Military Service,		
Other Training		



**IV. Licenses** (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment where required.

Do you have a valid driver's license? Yes  / No  if yes, enter expiration date

What other valid licenses or certificates do you possess? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**V. Office Skills (If applicable).**

Check the column that you feel best describes your knowledge:

Skill	Basic Level	Advanced Level
Knowledge of Word Processing		<input checked="" type="checkbox"/>
Knowledge of Spreadsheets	<input checked="" type="checkbox"/>	
Knowledge of Databases	<input checked="" type="checkbox"/>	
Automated Accounting System Knowledge	<input checked="" type="checkbox"/>	
Bookkeeping Knowledge	<input checked="" type="checkbox"/>	
Typing/Keyboarding		<input checked="" type="checkbox"/>

**VI. Special Skills.** Please list any other skills or abilities you feel are relevant:

writing, editing, grant-writing, proofreading, copy-editing  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VII. Employment History.**

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer.

May we contact your present employer? Yes  No

**VII. Employment History (continued)**

Employer	MV FISHERMEN'S PRESERVATION TRUST	Address	PO BOX 96 MENEMSHA MA 02552
Telephone	508-687-0344	Title	PROGRAMS & COMMUNICATIONS
Supervisor	SHELLEY EDMUNDSON	Dates Worked	FEB 2022 - PRESENT
Reason for Leaving	still - employed		
Description of Primary Duties: <u>DRAFT &amp; EDIT COMMUNICATIONS AND GRANTWRITING; ADMINISTRATIVE TASKS</u>			

Employer	NORTH TISBURY FARM	Address	632 STATE RD W. TISBURY MA 02575
Telephone	508-696-4664	Title	CASHIER
Supervisor	ROSE WILLET	Dates Worked	MAY 2021 - OCT 2021; FILL IN WHEN NEEDED CURRENTLY
Reason for Leaving	SEASONAL		

Description of Primary Duties: CASH REGISTER, RESTOCKING, PRICE LABELING; CUSTOMER SERVICE

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	
Description of Primary Duties: _____	

**VIII. Professional References:** (a minimum of 3 references is required.) List ONLY those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do NOT include friends or relatives for whom you have not worked.

<u>SHELLY EDMUNDSON</u>		<u>407 414-5387</u>	<u>EXECUTIVE DIRECTOR</u>
Name	Address	Phone	Title

<u>ROSE WILLET</u>		<u>508 250-3609</u>	<u>OWNER</u>
Name	Address	Phone	Title

Name	Address	Phone	Title
------	---------	-------	-------

Name	Address	Phone	Title
------	---------	-------	-------

**IX. Criminal History.** The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions.

**X. Employment of Minors.**

The Town of West Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: 55

**XI. Medical Information.**

Some positions are conditional upon a physical and/or psychological examination, where required. This will be the case where satisfactory fitness to perform the essential duties of the position is a condition of employment. In such cases, an applicant may be given a "conditional offer of employment."

**XII. Lie Detector Test.**

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.



**XIII. Signature.**

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of West Tisbury does not imply that I will be employed.
- B. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials, or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) LEAH K. GUINEY

Applicant Signature Leah K. B.

Date: 12/18/23