

Template to Create a Job Description

Job Title:

Clearly state the position's title, ensure it reflects the role's responsibilities and classification level. For example, "Program Manager" instead of Manager

Job Summary/Objective:

Provide a concise overview of the role's purpose and primary responsibilities. Highlight key objectives and outcomes the employee is expected to achieve in the role.

Responsibilities/Duties:

Outline specific tasks, duties, and responsibilities the employee will be expected to perform. Use bullet points or numbered lists for clarity and readability. Include both daily tasks and long-term projects.

Qualifications/Requirements:

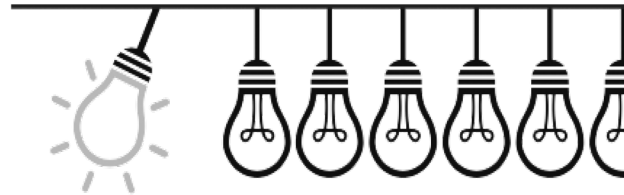
Specify the skills, experience, education, and certifications necessary for the role. Clearly articulate minimum requirements and preferred qualifications. Separate essential qualifications from desired qualifications.

Skills:

Detail any specific skills or competencies required for the job. This could include technical skills, soft skills, or industry-specific knowledge. Be specific and provide examples when possible.

Education:

Mention the minimum educational requirements, if any, needed for the role. Specify a degree only if it is actually required for the role. Many non-technical positions do not require a degree, so if a degree is not required then focus on experience. If a degree is required then make sure the position title and pay accurately reflects the degree required.



Template to Create a Job Description

Experience:

Indicate the level of experience required for the position, such as entry-level, mid-level, or senior-level. Specify the number of years of experience preferred or required in relevant fields or industries.

Work Environment:

Describe the work environment, including factors like office culture, remote work options, or physical demands. Provide insights into company values, team dynamics, and any unique aspects of the work environment that will assist in recruiting candidates for the position.

Salary/Benefits:

Include information about compensation, benefits, and any perks associated with the position. Specify salary range, bonuses, healthcare benefits, retirement plans, paid time off, and any other benefits offered. Many cities and states now require all salaries to be posted. Many cities and states also do not allow employers to ask for previous salary history.

Location:

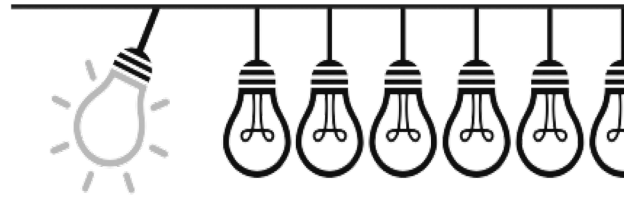
Specify where the job is based, whether it's in-office, remote, or a combination. Provide details on the location, including city, state, and any specific workplace arrangements.

Nonprofit Overview:

Provide a brief description of the company, its mission, values, and culture.

Reporting Structure:

Outline who the employee will report to and any direct reports they may have. Provide information on the organizational structure.



Template to Create a Job Description

Opportunities for Growth:

Highlight potential career advancement opportunities within the company. Describe paths for professional development, training programs, mentorship opportunities, and promotion prospects.

Application Instructions:

Clearly outline how candidates should apply, including any required documents or information. Specify the preferred method of application (e.g., online application portal, email submission) and any additional steps (reference contacts).

Deadline for Application:

Specify the deadline for submitting applications, if applicable. Provide a clear timeline to encourage timely submissions and manage expectations.

Contact Information:

Provide contact details for inquiries about the position or application process.

Legal Compliance:

Ensure that the job description complies with relevant labor laws and regulations.