

how to create a

Great Job Description

THE BASICS

- Location
- Job Title
- Statement of Equal Opportunity

Simple yet important!

Why would someone want to work for you?

ABOUT YOU

- A brief description of your organization
- Describe the full benefits package
- Describe the work environment/culture

ABOUT THEM

- Qualifications
- Describe the ideal candidate

Who do you want working in this position?

THE JOB

- **Job summary** *What will they do? Who will they report to?*
- **Salary Range** *(We highly recommend including a salary range to ensure you are starting relationships with potential candidates based on trust and transparency)*
- **Hours?** *Part-time or Full-time? Is there an option to work remotely?*
- **How to apply.** *Who should they send their resume and cover letter to?*