

Job Description Template

Job descriptions are essential tools in building progressive social enterprises. They provide clarity, attract the right talent, facilitate effective talent management, align individuals with the organization's mission, and ensure legal compliance.

This template provides the major categories that you should include in your job descriptions along with an explanation of what to include in each category.

Job title	The formal title of the position
Reports to	The title of the position that the job reports to
Direct Reports	This number and titles of direct reports for this job
Location	List the location of the job and where it is based (include remote/hybrid)
Job Type	List whether the job is full-time, part-time, regular, contract, or temporary

Company Overview

Provide a brief description of the organization, its mission, and its impact in the social enterprise space.

Explain the significance of the position within the organization's structure and how it contributes to the overall mission and goals.

Job Overview and Purpose

Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.

- The job purpose is usually about four+ sentences long.

Essential Function(s) of the Role

List the primary job duties and responsibilities using areas of responsibility as headings and then give examples of the types of activities under each heading.

1. [Heading - Primary duty/responsibility]
 - [Example activity 1]
 - [Example activity 2]
2. [Heading - Primary duty/responsibility]
 - [Example activity 1]
 - [Example activity 2]
3. [Heading - Primary duty/responsibility]
 - [Example activity 1]
 - [Example activity 2]

Job Qualifications

State the minimum qualifications required to successfully perform the job.

Qualifications include:

- Education (*To Note: The relationship between formal education and job performance is a complex and multifaceted topic. Research in this area suggests that while formal education can certainly contribute to job performance, it is not the primary determinant of success.*)
- Specialized knowledge skills, knowledge, and abilities (including any professional certifications)
- Other characteristics such as soft skills, and personal characteristics and values
- Experience (specify the nature and number of years required)

The Work Environment

Be clear about remote vs in-office expectations (include what or # of in-office expectations. (How many days per week). This is also a good opportunity to share details about organizational culture and work styles.

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.

Compensation + Benefits

Include a section that outlines the compensation package for the position, including pay rate (salary vs hourly), benefits, and any other relevant details.

Sharing detailed compensation and benefits information is important as it promotes transparency and equity, attracts top talent, enhances retention and engagement, addresses pay equity, and empowers employees in their career development and planning.

EEOC + Non-discrimination Statement

Include a statement affirming the organization's commitment to equal employment opportunity and non-discrimination in compliance with your local and federal laws and guidelines.

Example: [Organization Name] is an equal opportunity employer, committed to providing a workplace free from discrimination. We value the diverse backgrounds and perspectives of our employees and applicants, and do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other protected status under applicable laws. We also provide reasonable accommodations for qualified individuals with disabilities.

How to Apply + The Application Process

Provide clear instructions on how to apply for the position including where to send application, what materials are required, and any relevant details related to the application process.

Example: Application and Interview Process Overview:

- *Number of interviews: Typically, there will be 2-3 interviews.*
- *Format of interviews: Interviews may be conducted over the phone, via video conference, or in-person.*
- *Meeting attendees: Applicants may expect to meet with potential supervisors, team members, or HR representatives.*
- *Preparation: Applicants are advised to familiarize themselves with the company, the job role, and be prepared to discuss their qualifications and experience in detail.*

Additional Notes:

Ideally, all job descriptions should be reviewed annually and updated when job responsibilities change.

Have questions or need additional support?

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Provided for reference only. Consult with an attorney or legal counsel to ensure compliance with local, state, and federal laws and regulations.