

## **Job Description Template**

### **Position Title**

**Summary:** (This section summarizes the position, key responsibility, how it contributes to mission and who it reports to. This focuses on what the position is to accomplish. It should be one to two paragraphs long.)

### **Responsibilities:**

- Bulleted list of responsibilities
- What the person is responsible for doing
- Usually starts with verb like coordinates, organizes, etc
- Expect to have from 8 to 12 bullets

**Reporting Relationship:** describes who the position reports to

**Qualifications:** summary or bulleted list of the key qualifications for the position including minimum educational levels, years and types of experience and other key skills needed such as communication, writing, etc.

**Salary Range:** Can include but not mandatory