



About Job Descriptions (and this template):

Job descriptions are often the first impression a potential candidate has of your company.

If you are trying to attract the best talent you can, it is in your best interest to spend time making your job description clear, concise, and inclusive.

This template specifically leaves a few things out:

- No GPA requirements
- No soft skills
- No recommended or preferred skills

The deliberate choice to leave these things out increases clarity and increases the amount of diverse candidates you will attract. Why?

- GPA requirements favor those who didn't have to work through their education, or who had full support in one way or another.
- Soft skills are often vague and confusing, and also inherently implied. Things like being able to communicate and collaborate as a team are redundant.
- Under-represented groups are unlikely to apply for roles unless they meet 100% of all qualifications. White men, however, will apply even if they only meet 60% of the qualifications. To increase the amount of diversity of thought in your talent pool, leave the nice-to-haves for your recruiters to worry about.
- On top of all of that, if you want a candidate to actually read your full job description, it needs to be shorter than a college thesis. Make your first impression count.

Side Note: I specialize in crafting job description templates specific to companies and teams, among other Talent Operations project work. Please reach out to me at anchondotawny@gmail.com if you would like a quote for personalized help.

Role Title

Fake Company

Not Real Location

About Our Company:

We are a team of {Insert description word(s) here} working to accomplish {insert company goal here}. With {insert investor name here} and {insert CEO name here} supporting us, we are going to drive {insert technology name here} into the future.

Our team has done {insert milestone here} and {inset milestone here} and is now pushing toward {insert current goal here}. Now is a great time to join us as we make this goal a reality!

About Our Team:

The {insert team name here} is driving innovation by {insert what team does here}. Led by our {team leader title}, we are relentless in our pursuit of success.

About The Role:

As a {job title}, you will... {insert 2-3 sentences about the role here}. You will report to our {insert hiring manager title here} {onsite/remotely/on a hybrid basis} based at our {insert office location here}.

Your Goals:

- 3-5 bullets about core responsibilities

Your Qualifications:

- 3-5 bullets about key required skills

Total Compensation Package:

The salary range for this position is \$XX-\$XX per year, {plus equity and bonus, if offered}.

Benefits:

- {Insert benefits here. Common list below}
- Comprehensive Health Insurance
- 25 PTO days (15 Vacation, 10 Sick)
- 401(k) Match, Up To 5%
- Disability and Life Insurance

As a company, we are interested in bringing the best minds together to accomplish our goals. That does not mean we bring similar minds together. Despite your background, race, gender, veteran status, or disability, if you think you have what it takes to help us accomplish our goals, we want to hear from you. Please apply!

{EXAMPLE}

Marketing Coordinator

Tawny's Freelance Services Co.

WashingtonState

About Our Company:

We are a team of creative entrepreneurs working to accomplish financial freedom in the field of independent contractors. With our founder and CEO Tawny Anchondo supporting us, we are going to drive content creation and marketing into the future.

Our team has served over 1500 unique clients and helps retained, returning clients every single day. Now we are pushing toward serving over 5000 unique clients, making it a great time to join us as we make this goal a reality!

About Our Team:

The Digital Marketing team is driving the attraction and retention of our clientele by showcasing value in every service we offer. Led by our Director of Marketing, we are relentless in our pursuit of success for all of our team members.

About The Role:

As a Marketing Coordinator, you will handle the logistics of our social media presence. You will also assist with design ideas and content for our weekly newsletters and web posts. . You will report to our Marketing Manager remotely, based out of our Washington office.

Your Goals:

- Drive the success of our marketing campaigns by handling the scheduling and layout of our social media content
- Conduct market research to encourage content based on current trends
- Help implement marketing campaigns with varying levels of reach and scope
- Analyze data and results to make recommendations for future growth,

Your Qualifications:

- 1+ Years of experience in a similar role
- Bachelor's degree in Marketing, or similar field or experience

Total Compensation Package:

The salary range for this position is \$70k-\$90k per year, plus a percentage of all company profits split among all employees.

Benefits:

- Comprehensive Health Insurance
- 25 PTO days (15 Vacation, 10 Sick)
- 401(k) Match, Up To 5%
- Disability and Life Insurance

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