**Sample Job POsting**

[INSERT ORGANIZATION LOGO HERE]

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title | [POSITION] | Position Type | [FULL-TIME/PART-TIME (NUMBER OF HOURS/WEEK)] |
| Reports to | [POSITION], [ORGANIZATION] | Reporting to this Role | [POSITION TITLE, if applicable] |

**About the opportunity**

**Position Summary:**

[Insert summary of position’s main roles and responsibilities.]

**Essential Duties and Responsibilities:**

[Category #1 (Example: **Operations**)]

* [Insert list of key duties and responsibilities]

[Category #2 (Example: **Financial Management**)]

* [Insert list of key duties and responsibilities]

**About you, the Candidate**

**Qualifications:**

[Insert detailed list of required qualifications]

* Bachelor’s degree in a related field (e.g. [X] or [X]) or equivalent combination of experience and education
* 3 to 5 years of recent related experience
* Experience with managing a substantial operational budget and knowledge of financial management, including fund-accounting, budget preparation and working with staff and the Board to oversee financial accountability
* Demonstrated experience dealing with media and government officials and acting as the public representative of an organization

**About Us**

[Insert summary of organization’s history, mission and purpose. Example: [Organization] is a community-based non-profit organization made up of physicians in the [X] region to achieve common health goals. [Organization] works collaboratively with health authorities and community partners to enhance local patient care and improve professional satisfaction for physicians.]

**Commitment to Equity, Diversity and Inclusion:**

[Insert the organization’s statement on equity, diversity and inclusion. Example: Equity, diversity and inclusion are at the core of [Organization]’s vision, mission, and values. We are committed to an inclusive workforce that fully represents many different cultures, backgrounds and viewpoints. Our objective is to provide a space for people from all walks of life, creating a welcoming environment for all.]