**SAMPLE JOB POSTING**

Position Title: **[POSITION]**

Position Type: [Full-Time, Part-Time (Number of Hours/Week), Contract (Length of Term)]

Reports to: **[POSITION]**, [Organization]

Reporting to this Role: [Position Title, if applicable]

**ABOUT THE OPPORTUNITY**

**Position Summary**

# [In 1-2 sentences, describe the primary purpose of this position.]

**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 & 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.*]