how to create a

Great Job Description

**THE BASICS**
- Location
- Job Title
- Statement of Equal Opportunity

**ABOUT YOU**
- A brief description of your organization
- Describe the full benefits package
- Describe the work environment/culture

**ABOUT THEM**
- Qualifications
- Describe the ideal candidate

**THE JOB**
- **Job summary** What will they do? Who will they report to?
- **Salary Range** *(We highly recommend including a salary range to ensure you are starting relationships with potential candidates based on trust and transparency)*
- **Hours?** Part-time or Full-time? Is there an option to work remotely?
- **How to apply.** Who should they send their resume and cover letter to?