

## **Values-based Job Description – A Template**

**Disclaimer:** *This document is not intended as legal advice. Your organizational goals, purpose, bylaws, and values should drive the creation of this document.*

Each organization will write its own set of job descriptions based on its organizational culture, values, goals, and requirements of each position. Below is a high-level outline of the components that reflect the format for a values-based job description. The intent is for the description of the work environment to be consistent across all descriptions as well as some of the qualifications for all team members. These two sections are often where the culture and values are articulated, but plenty of other opportunities are available throughout the document to reflect the organization's core values. As a reminder, most employers use a version of the job description to create a position profile and job announcement that are aligned but more focused on encouraging people to apply for the position.

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### **JOB TITLE**

**FTE** – Enter amount

### **EXEMPT/NON-EXEMPT**

Choose one based on Department of Labor rules, not organization or personal preference.

### **ORGANIZATION NAME: Purpose, Values, and Goals**

Use this space to briefly describe the organization's purpose, values, and goals as they relate to employees and overall culture.

### **ORGANIZATION NAME: Work Environment**

Use this space to briefly describe the organization's tone and approach to staff, the team, and the working environment.

- If the organization has commitments to fostering a welcoming and belonging space, speak to those commitments.
- If the organization has commitments to professional development, team development, equity, diversity, etc., speak to those commitments.
- If the organization has guiding principles for how the work is structured or administered, speak to those principles.

### **THE POSITION SUMMARY**

Briefly describe the purpose and "why" of the position as well as the overall areas of focus. Be sure to note internal and external focus and responsibilities as appropriate.

**Effective** – Insert date

**Reports To** – Insert position, not a person's name

**Work Schedule and Location**

Note expectation of hours, location, workplace designation, travel expectations (examples below)

- This position is intended to be full-time (40 hours per week).
- This position is qualified for a hybrid work location. In office work is expected as the job requires.
- Travel is expected in support of the internal and external aspects of this position.

**Qualifications of All Employees on the Team**

Use this space to note the overall expectations of each team member. Be aware of unintended bias and how this list draws people in or not. (See examples below)

- Ability to reflect ORGANIZATION’S values in interactions and communications with others
- Superior ability to work within a team and see the value of a team while also working in a self-directed approach on specific projects
- Strong commitment to a relationship-based approach to work
  - Ability to project a welcoming and helpful approach to all requests for assistance or information
  - Ability to work with culturally diverse people and organizations in rural and urban Alaska
  - Ability to treat others with respect and consideration regardless of status or position
- Ability to maintain confidentiality
- Open to learning and growing personal knowledge of and support for the nonprofit sector

**Qualifications Specific to the Job**

Use this space to note the expectations of the specific job requirements. Be aware of unintended bias and how this list draws people in or not (See examples below)

- A leader with a minimum of XX years of effective (INSERT SPECIFIC) experience is required
- Ability to provide strategic and tactical guidance on the body of knowledge of XXX.
- Excellent project management skills
- Appreciated but not required master’s degree in XXX, XXX

**Responsibilities**

Use this section to get specific about the major job functions. Consider the job in percentages of time spent either overall or on average in a week.

By providing percentages of time, the applicant and future employee can understand and best manage their time appropriately. It also provides the supervisor and employee a means to check and adjust the job functions and expectations based on an initial understanding of the role.

**See the small sample below:**

**30% -- Lead the organization's internal efforts**

- Grow XXX
- Set realistic annual and long-term goals and build and maintain the internal processes necessary to achieve our goals.

**60% -- Provide direct service in the areas of ....**

- XXX
- XXX

**10% -- Contribute as an active member of the leadership team**

- Provide support and guidance connecting work to the overall team
- Contribute to our ability to meet the strategic and annual plans
- Foster and maintain the organization's relationships

**Initial goals of the position**

This section can be used in the initial hiring for the position and then removed or updated as appropriate.

This section helps with crafting interview questions, team alignment, and overall recruitment. Once the position is filled, the goals are reflected and refined in the annual performance evaluation for the specific person. This section should be updated every time the position becomes vacant and recruitment begins again.

**12-18 month goals**

- Use this space to list a few expected goals of this position
- XXX

**Longer term**

- Use this space to list a few expected goals of this position
- XXX

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***Example of a typical job description disclaimer***

*NOTE: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. The ORGANIZATION is an at-will employer.*