



Be Peace. Choose Peace. Create Peace.

POSITION DESCRIPTION

CLASSIFICATION

Issue Date	
Title	
Reports To	
Function Areas	<input type="checkbox"/> Accounting <input type="checkbox"/> Archive <input type="checkbox"/> Compliance <input type="checkbox"/> Executive <input type="checkbox"/> Finance <input type="checkbox"/> Governance <input type="checkbox"/> Information <input type="checkbox"/> Operations <input type="checkbox"/> Partnerships <input type="checkbox"/> People <input type="checkbox"/> Performance <input type="checkbox"/> Planning <input type="checkbox"/> Programs <input type="checkbox"/> Promotion
Type	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other
FLSA Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Not Applicable
Term	<input type="checkbox"/> Fixed Dates: <input type="checkbox"/> Not Fixed <input type="checkbox"/> Not Applicable

CONDITIONS

Location and Contact Information	
Location Setting	
Physical Requirements	
Travel Requirements	
Typical Schedule	

Position Description—

RESPONSIBILITIES

Summary

Duties

QUALIFICATIONS

Knowledge, Skills, and Abilities Requirements

Education Requirements

Credential Requirements

Experience Requirements

Position Description—

POSITION HOLDER

Position Holder Name	
Position Holder Acceptance	I have received and reviewed this position description, understand the requirements and duties of the position, and willingly accept the position.
Position Holder Signature and Date	