



**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	
<b>QUALIFICATIONS</b>	
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	