



Building an Inclusive Job Description

A well-crafted job description acts as a clarifying resource for candidates and hiring teams, outlining the essential functions and responsibilities of a role and clarifying what can be expected both from and by the employee holding the position. By detailing key duties, qualifications, and expectations, a job description helps attract the right candidates, set performance standards, and align individual roles with the broader organizational goals. It also provides a framework for evaluating employee performance and facilitates effective communication between managers and their teams.

Essential Components of a Job Description

While job postings can (and should!) vary based on the unique council, culture, and position, every job description should include:

- I. Organizational Summary – Introduction to the organization.
- II. Position Summary – Short paragraph describing the role.
- III. Primary Responsibilities – bulleted lists noting key areas of responsibility
- IV. Qualifications – Specific skills and experiences a candidate needs to be considered for the role.
- V. Compensation + Benefits

These components are explored in detail below and are included in the job description templates in the CLI Hiring Resources [Job Packs](#).

Organizational Summary

For some applicants, this may be the first time hearing about Girls on the Run. Including impactful and informative language about our program can help candidates gauge their personal alignment with the mission and boost candidate excitement for the role. It's also a great opportunity to expand awareness about our organization.

The standard organizational summary used is:

Girls on the Run Council is a local nonprofit organization dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. We inspire participants to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. As a physical activity-based positive youth development program, our evidence-based curriculum is designed to enhance girls' social, psychological and physical skills and behaviors to successfully navigate life experiences.

Girls on the Run believes that all girls and communities should have access to our programs. We commit to eliminate barriers to participation, to continue creating programming that engages all communities, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization.

Girls on the Run Council serves more than X girls across (list counties) counties. To learn more about our program and impact, please visit: council website.

Position Summary

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The position summary is an ‘elevator pitch’ for the role – a few sentences capturing the primary areas of work the position will contribute to and how the position connects with the broader organization and mission. This section should answer the question “why does this role exist?” and will be the primary gauge candidates will use to assess their interest in the role. Avoid reiterating information captured elsewhere in the description (ex: who the position reports to) and save descriptions of specific responsibilities for later in the posting.

Primary Responsibilities

This section includes the key areas of responsibility and essential functions of the role, providing a clear overview of what the employee will be responsible for and expected to achieve. Outlining these key responsibilities helps to ensure that candidates and hiring teams alike understand what is required to succeed in the position and sets the foundation for performance evaluation moving forward.

Pro Tip! Less is More

Offering an accurate description of the day-to-day experience in a role is important, but including too much detail can overshadow the key values and competencies. Default to broader categories of tech platforms rather than specifically naming them (ex: LMS vs. Cornerstone). Seek opportunities to consolidate multiple tasks into larger themes of responsibilities. Especially when crafting job descriptions for entry-level and part-time roles, keeping a simple focus makes the position more accessible to a wider variety of candidates.

Qualifications

The qualifications section is one of *the biggest* opportunities to establish an inclusive approach to recruiting from the onset. This section captures the building blocks of attributes, skills, and experiences that are foundational to someone being able to do the job successfully.

Candidates and hiring teams alike use this section as a ‘filter’ to determine potential for the role, so it’s crucial to include only the truly necessary requirements. Avoid basing your expectations on the experiences of previous role holders and instead, think creatively about the diverse range of people who could excel in the role and how those different backgrounds could benefit the team. It can be a helpful exercise to start with the primary responsibilities section and work your way backwards, identifying what skills and attributes would be needed to fulfill the role’s various areas of responsibility.

Pro Tip! Skills-Based Recruiting

Recognizing that access to particular types of work or education is layered by the complexities of socio-economic status, race, and gender, we bring equity to our recruiting practices by emphasizing skills and experiences more than job titles or degrees. This approach benefits the hiring team as well, broadening the talent pool to include individuals who may have gained expertise through non-traditional paths and ensuring the requirements align closely with the actual demands of the job.

Put it into action:

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- When assessing a candidate's resume, rather than emphasizing title, consider what skills or competencies were needed in their previous roles. How do those connect with what's needed for this position?
- Care about *what a candidate knows*, not *how* they learned it. Instead of having a BA/BS requirement listed, simply put "X years of related educational or work experience."
- To really drive this home, some councils choose to forgo a requirements or qualifications section and instead highlight the qualities desired in a candidate.

Our ideal candidate demonstrates the following qualities:

- *Collaboration within teams.*
- *Bravery and creativity in decision making.*
- *Ability to adapt to unforeseen challenges.*
- *Passion for collaboration and bringing people together.*
- *Quality customer service.*
- *Live the Girls on the Run mission and values.*

One well-meaning, but unfortunately limiting qualification commonly listed in GOTR job postings is previous experience with the organization. While at face value this seems like a natural way of assessing passion for the mission and familiarity with the org structure and operations, prioritizing existing GOTR experience can also unintentionally perpetuate existing disparities in representation in our organization and can disadvantage candidates whose external experiences could bring fresh perspective.

Compensation + Benefits

Including transparent pay ranges and benefit descriptions in job postings is a key part of ensuring equity and fairness in our hiring practices. By clearly stating the range up front, we build trust with potential candidates and reduce the chances of compensation misalignment further along in the process. It also empowers candidates to make informed decisions about whether a job aligns with their financial needs and expectations before investing energy in applying or interviewing.

Please note: all openings posted through the CLI are required to include transparent compensation ranges and benefit information.

Pro Tip! Capturing Culture

For many candidates, the value of a position goes beyond financial compensation. Highlighting the values and culture of your unique council paints a fuller picture for applicants and allows them to gauge their personal alignment with the work environment and culture.

A few examples of this used by councils participating in the CLI:

Example 1:

Our team is passionate about supporting each other. We celebrate each other's successes, are quick to lend our help and share our knowledge, we work collaboratively and believe wholeheartedly in the work that we do. In this position, you can expect a work culture that trusts

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and empowers you to work autonomously with the support of your team when you need it, that appreciates you for who you are as a person not just an employee, and that promotes a healthy work-life balance.

Example 2:

To support your success, you can expect:

- *The opportunity to work with an engaged and motivated Board that works hard and proactively raises funds in partnership with staff.*
- *Strong support from Girls on the Run International providing programming support and resources.*
- *A small but mighty staff who are passionate about working together to fulfill the mission and have fun along the way.*
- *Respect for work-life balance. You will work hard, but we respect your need to recharge your batteries.*
- *A comprehensive benefit package, including generous PTO.*

Consider inviting your current staff members to contribute to the job description as well. Making this a collaborative, team-experience (explored in more depth in the [Collaborative Hiring Guide](#)) helps to shape a job description reflective of the team's authentic culture.

Get Started

To download a basic job description template, check out the [Job Packs](#) section of the CLI Hiring Resources.