

	PROCESS		
			Page 1 of 1
	Publication Date: 09/23/2023	Division: People, Culture & Administration	Document Owner: Christina Eugene
	Title: JOB DESCRIPTION TEMPLATE PROCESS		

OVERVIEW:

This document offers guidelines for creating a job description while providing an overview of the necessary information that should be included.

STEP-BY-STEP HOW-TO GUIDE:

- **STEP 1: BASIC INFORMATION AND ORGANIZATION OVERVIEW**

- Position:
- Location:
- FLSA Status:
- Salary:
- Organization Overview:

UNICEF USA (“UUSA” or “We”) relentlessly pursues a more equitable world for every child, upholding the rights of all children and empowering every child, everywhere. We also support the fundamental belief that children should have a voice and role in shaping their futures and the futures of their communities. Over eight decades, the United Nations Children’s Fund (UNICEF) has built an unprecedented global support system for the world’s children, and has boldly taken on the biggest, seemingly impossible challenges facing children. UNICEF relentlessly works day in and day out to deliver the essentials that give every child an equitable chance in life: health care and immunizations, safe water and sanitation, nutrition, education, emergency relief and

	PROCESS		
			Page 1 of 1
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more. UNICEF USA advances the global mission of UNICEF by rallying the American public to support the world's most vulnerable children. We know that sustainable change is attainable, but it can't be achieved alone. It takes a committed team - individuals, governments, corporations, volunteers and staff - who demonstrate a relentless commitment to working tirelessly, day in and day out in some of the toughest, hardest to reach places. Big problems need big solutions, and we harness our collective, global voice and energy to do more good, in more places for children. We will never stop supporting UNICEF to develop smarter, more cost-effective solutions; scaling up proven, data-driven programs; and harnessing new technologies to create measurable change for children. UUSA is organized under the laws of New York State as a not-for-profit corporation. As such, UUSA is a tax-exempt organization as defined under Section 501C(3) of the Internal Revenue Code and is governed by an independent, non-salaried Board of Directors.

- **STEP 2: POSITION DESCRIPTION**

- (text summarizing the most significant duties and responsibilities of the position)

- **STEP 3: POSITION RESPONSIBILITIES**

- Responsibility #1 (%)
- Responsibility #2 (%)
- Responsibility #3 (%)

- **STEP 4: Qualifications:**

- Education
- Years of Experience

	PROCESS		
			Page 1 of 1
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- Specific qualifications
- Must possess current and valid US Work Authorization and be eligible to work for any US employer without sponsorship.
- Due to the high volume of applications received, only those selected for an interview will be contacted.

• **STEP 5: Equal Opportunity Employer**

- NICEF USA is proud to be an Equal Opportunity Employer
We do not discriminate based upon race, religion, color, national origin, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, or other applicable legally protected characteristics. We also consider qualified applicants with criminal histories, consistent with applicable federal, state, and local law. UUSA is committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. If you need assistance or accommodation due to a disability, you may contact us at peopleandculture@unicefusa.org.