**Reverse job description**

**The company**

* Forward thinking
* Profitable or high benefit to helping society or the environment with enough in funding to function well
* Functions within budget
* Has an active future plan that includes revenue growth
* Includes staff in plans while forming not after choices are made
* Actively seeks ideas and feedback from staff
* Seeks to build not just small teams for certain functions but to bring whole group of teams into one large team demonstrating that each team has a purpose in the big picture
* explains the big picture and how everyone from the clerk and janitor contribute

**The Boss**

* Fair but firm
* Timely decision making - "later" is not an option nor is crossing the bridge when we get there… PROACTIVE PLANNING
* Clear expectations and goal setting
* Proactive work projects
* Open door policy
* Knows enough to do anyone's job for a few days
* Gets to know individuals on team including moods, likes and dislikes

**The job**

* Short, medium and long term project based
* Set goals for each project with clear expectations of deliverables and timelines
* Primarily computer based in software or programming or writing
* Variety of assignments
* Variety of new software to learn
* Opportunity to teach and learn

**Skills**

* HTML5
* CSS3
* JavaScript and various other variations
* JQuery
* MySQL
* WordPress
* PHP
* Content Management
* Statistics/Analytics
* Technical Writing
* Photography

**Compensation**

* $25-35\Hr
* Medical
* Dental
* Vision
* Team getaways specifically to get to know other teams
* Continuing education or conferences

**Location**

* Mat-Su Valley
* Virtual
* If virtual then flexible work hours based on timezones
* Anchorage
* out of state requiring moving

**What I want**

* Freedom to prioritize work within reason
* Variety of tasks that make a difference
* Ability to see where my work fits in
* Computer that has the power to keep up with multitasking
* Mobile tools for use when needed
* Tools to keep in touch such as chat and message boards in addition to email
* Short productive meetings
* Power to do experiment and mess up within reason
* Helps others mutually supportive
* Cross training in other teams and other jobs with or without the background for the job
* Any down time can be used for classes and learning
* Research and learning are highly encouraged
* Computer based tracking systems that are up to date
* Support with projects when needed

**What I do not want**

* Repetitive tasks
* Long commute
* Paper files
* Tons of time on the phone
* Long useless meetings
* Micro managers
* Drama
* Politics
* Paper based system