

Job Vacancy

EWOR Examples

This document provides a job vacancy template that you can adapt for various roles across your organisation. The example included, Content & Comms Producer (f/m/d), demonstrates how to structure a clear, engaging, and well-branded job description that can be adapted to reflect your company's tone and values. Each section is designed to help you attract exceptional talent by outlining what your company stands for, what the role entails, who's the right fit, and why someone should apply.

Use this template as a foundation to craft future vacancies. We recommend including your own the following sections for each position:

- **About Us:** Introduce your organisation and help candidates understand who you are and why you exist. This section should communicate mission, impact, and culture — not just facts.
- **Role Description:** Summarise what the role is about — its core purpose and how it fits into the bigger picture. This should be a short paragraph that gives a clear first impression.
- **Key Responsibilities:** List out the specifics and expectations of this role.
- **Fit Criteria:** Include what you need to ensure personality, mindset, and cultural alignment for this position.
- **Why Apply:** Tell candidates why your opportunity is exciting and meaningful.
- **Final Call to Action (CTA):** Close the listing with a clear next step — what you want the reader to do right now.

! When using this template, remember to replace all placeholders (e.g. [Link]) with the correct details before publishing.

YOUR LOGO

Content & Comms Producer (f/m/d)

Craft stories that inspire the next generation of founders.

About us

We are a fast-growing startup built on the conviction that entrepreneurship, in the hands of visionary founders, can reshape our world for the better. Our team thrives on high work ethic, a love for exceptionalism, and strong trust in each other.

The Role

We are looking for a Content & Comms Producer to be the operational heart of our content strategy. You will be the internal journalist, content producer, and master storyteller who transforms raw insights into compelling narratives. You will own our production pipeline, from interviewing to managing the creation of our podcast and community newsletter, ensuring every piece meets our commitment to excellence.

This role demands a blend of journalistic curiosity, creative storytelling, and rigorous project management. You are crafting the very stories that will inspire and attract world-changing founders.

01

Key responsibilities

- **Own the Story:** Personally conduct interviews with founders and industry leaders to uncover the human stories behind the technology.
- **Craft the Narrative:** Write creative briefs and define the story arcs for our videos and articles, ensuring every piece captures the "human closeness" that defines your company.
- **Produce Content** (video, audio, text): Manage the end-to-end production of our content – coordinating topics, guests, overseeing external editors, and ensuring a consistent flow of high-quality pieces and episodes.
- **Be the Quality Gatekeeper:** Act as the final editor and arbiter of quality for all content. You will personally refine articles and video cuts to ensure they are sharp, insightful, and perfectly on-brand.
- **Manage the Pipeline:** Run the entire content production process like a seamless workflow, taking stories from initial concept to final publication across all platforms.

02

You're a good fit if you...

- **Are a Natural Storyteller with a Journalistic Mindset.** You have a proven track record of finding the human angle in complex topics and crafting compelling narratives (e.g., in tech journalism, content creation and marketing at a tech startup or social channel).
- **Possess Exceptional Writing and Editing Skills.** You are a world-class editor with *outstanding language skills* who can take a good draft (whether written by a human or an AI) and make it truly great. Your portfolio demonstrates this.
- **Are a Systems-BUILDER.** You thrive on creating and managing efficient, repeatable processes. You have experience managing complex editorial calendars or production pipelines and aim to automate everything for scale.
- **Have a Keen Eye for Quality.** You have a deep-seated need to produce excellent work and are comfortable being the final decision-maker on what meets your company's standard.
- **Are Intellectually Curious and Tech-Savvy.** You are genuinely fascinated by deep tech, science, world-changing progress, and the minds of visionary founders, and you're not afraid to ask the tough questions.
- **Possess Exceptional Self-Discipline.** You excel in a remote environment, work results-orientated, driving high output with autonomy and a proactive mindset.

03

Why you should apply now

- **Build with the best:** collaborate with top entrepreneurial minds.
- **Shape a community:** your stories influence who joins and what future gets built.
- **Unbounded impact:** own and scale our core content assets.
- **True autonomy:** work remotely with freedom, responsibility, and trust.

04

Get on board! Apply now!

Think you have the skill and drive to thrive in this role? We can't wait to meet you and get a taste of your work.

→ Please use the following contact form to apply: [\[Link\]](#)

INSIGHTS

Add an attention-grabbing description below the job title

Share the mission and vision of your startup and a few words about the team.

Describe the role you are hiring for. Be concise and honest. The goal is for the candidate to be excited about the role.

Start each sentence with a verb for clarity.

We recommend adding between 3 and 5 key responsibilities.

The goal is for the candidate to recognise themselves in the majority of these skills and characteristics. We recommend adding 4 to 6 items.

The candidate is excited about the role, has determined that they meet most of the selection criteria, now they want to know what is in it for them.

Last step! Get them to apply. Make sure it is clear and easy.