



SWEP of Greater Philadelphia Job Posting Format

SWEP is a national non-profit professional association of women involved or interested in environmental law, science, business and policy. Our Philadelphia Chapter serves as a resource for members in the Philadelphia region, providing opportunities for professional development through educational programming, social events, mentoring, and public service.

The job posting section of our chapter website is provided as a service to both members and non-members who are searching for new career opportunities. Postings for current jobs that fit the SWEP involvement and interests can be submitted by SWEP members to appear on our [Job Board](#). Please submit the following information if you are interested in posting a position.

Date Posted: *date this job was posted by YOUR company (not date it was given to SWEP to post) – note that all postings received will be ordered by this date, with the most recent postings listed top-down*

Job Title: *full, descriptive title as you would like it to appear*

Company Name: *full name and website information (www.companyname.com)*

Job Location: *City & State where job is physically located; if position is not in a fixed location, please state that here. Please estimate travel requirement in %age.*

Brief Description of Job: *please keep this description to a brief summary of the job/job duties – 1 or 2 paragraphs maximum. This is meant to gather interest and get potential candidates to follow-up for more information.*

Contact information and/or link for application and more information: *full information on how to find more information – a name/email/phone # or a link to an active page detailing more information and giving access to an application*

Close date: *date when the application acceptance for this position are closed; all posting will be removed shortly after this date is reached*

Submittal: *to submit a job posting, please supply the above information (access [FORM](#) here) and email to: info@swepweb.com*

