

SME's Knowledge Gig Requirements Overview

Document Purpose:

SMEs: use it as the basis to summarize the work you require. Share it with age 45+ candidates by attaching it to your message sent from your Elderberry.work dashboard's messaging functionality.

Company name	
Company contact person	

Document version: For Discussion Final Date : _____

If final, agreement by : SME Age 45+ Expertise

Topic	Requirements / Guidance
A. Gig Definition	
Background	Company's profile on Elderberry.work, which includes website link, length of time in business, etc. Additional info to provide? [i.e. online resources, or other documents attached in message]
Company Lead	[if different than contact person noted above: name, seniority level, and functional area]
Context for the Gig Needs	
Key Issue(s) targeted	
Objectives/Outcomes	
Deliverables	[i.e. verbal discussions, concise report, detailed report]
Key process steps	
Milestones	
Type of Gig Sought	[i.e. advisory, audit, benchmarking, networking, etc. – see next page]
B. Age 45+ Experience Sought – indicate "Must Haves" vs. "Like to Have" where relevant	
Sectors, Value chain perspectives	
Products/services	
Seniority level	[i.e. admin/coordinator, manager, director, executive, C-suite, board]
Functional area(s)	
Technical/accreditations	
Special experience	[i.e. DEI, sustainability/ESG integration, international, etc.]
C. Timing and Budget	
Initiation timing	
Completion timing	
Estimated # of hours required by Age 45+	
Budget	
Other	

