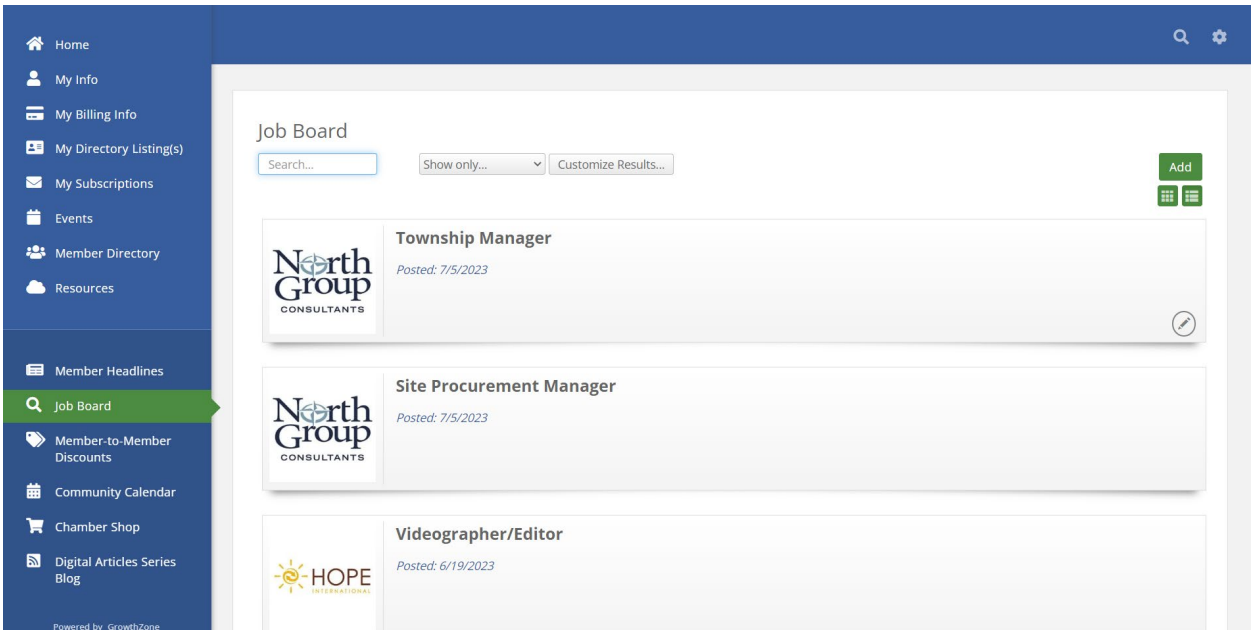
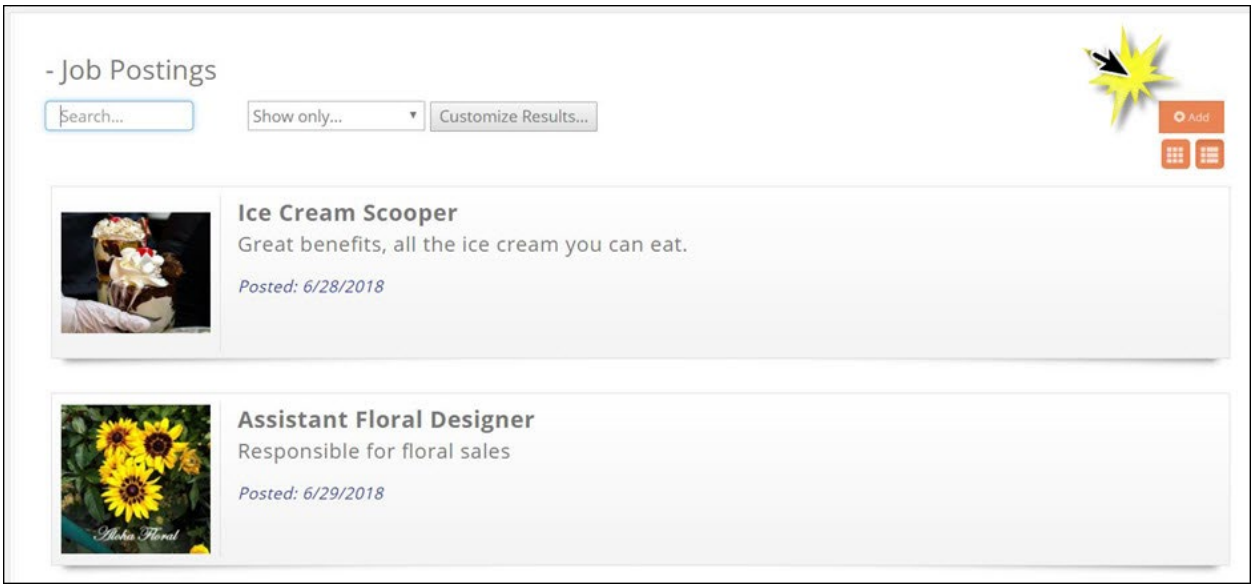
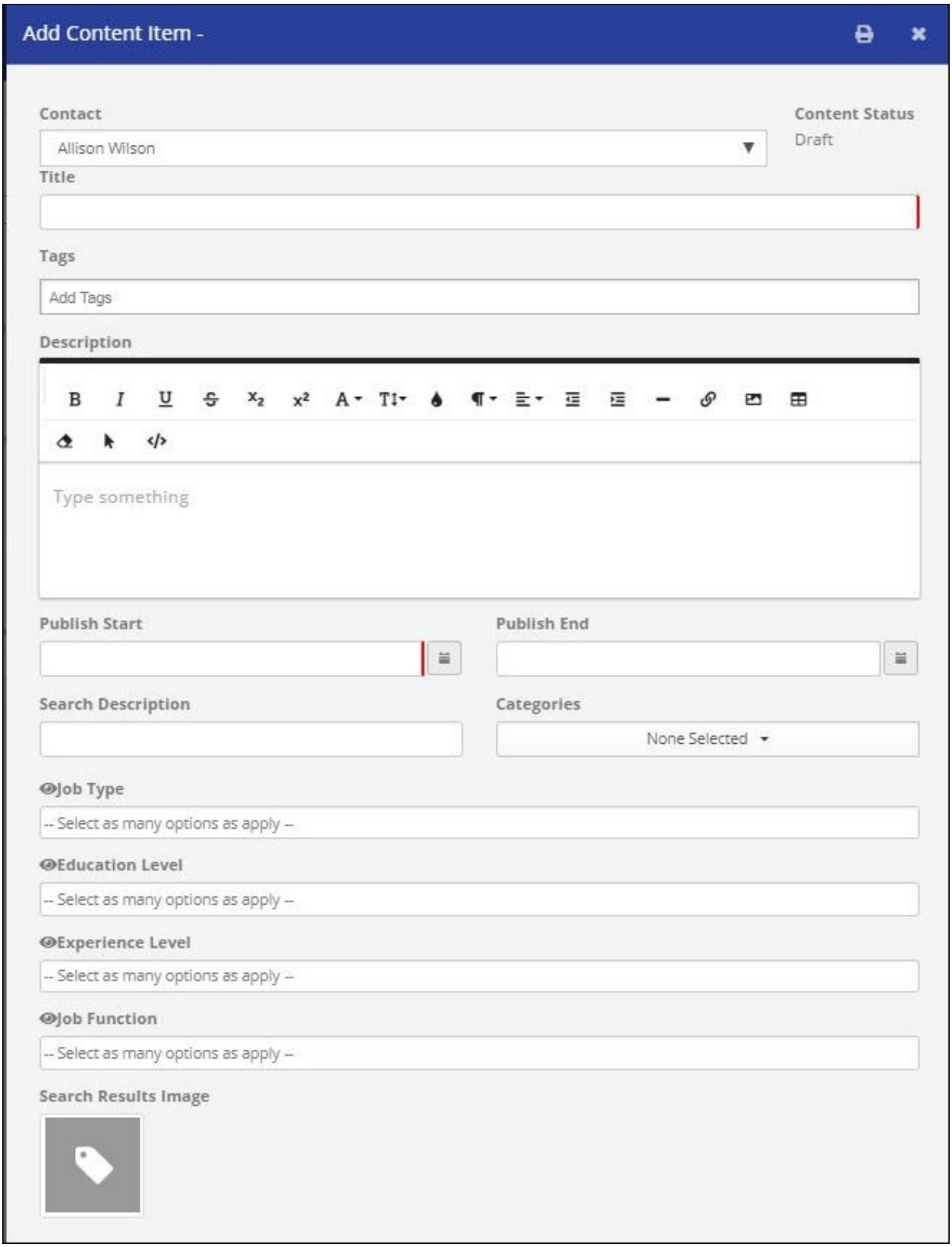
Add a Job Posting in the Membership Hub



1. Click **Job Postings** in the left-hand navigation.



2. Click the **Add** button in the top right.



3. Configure the following:

- **Contact**: The name of the member creating the job posting will be automatically populated. If applicable, the organization may be selected from the drop-down list.
- **Content Status**: The status of the content will be displayed as **Draft**. Once the job posting is saved, the status will change to **Pending Approval**. Once staff has approved the content, this will be automatically updated to approved.
- **Title**: Enter the job title. This will be displayed in the job postings search results.
- **Tags**: Enter desired tags. Tags are searchable words that may be used when someone searches your job postings.
- **Description**: Enter the job description, and other information as needed to describe the job.
- **Publish Start**: Enter the first day this job posting will be published.
- **Publish End**: Enter the last day this job posting will be published. **Note**: the **Web Content Pre Expiration Notice** automated email will be sent to the contact three days prior to the Publish End. Within the email will be a link, that will take them to the Membership Hub where they could update the job posting publication end date.
- **Categories**: (Optional) Select the desired category for this job posting. Categories provide a way to report, search and filter job postings.

4. **Search Description**: Enter the description you wish to display on the job postings listing pages.
    - **Custom Fields**: If you have included custom fields, enter or choose the appropriate information.
5. (Optional) Click the **Search Result Image** to upload an image to be displayed on the job listings page. **NOTE:** Additional images may be uploaded once the job posting has been saved.
6. Click **Done**.

After a member submits a job posting, Chamber staff members may approve or decline the content. When the staff member approves the content, the member that submitted the content will receive an email notification stating the content was approved. Please allow for up to two days for your job posting to appear on the Job Board.