Add a Job Posting in the Membership Hub

*	Home		۵ م
2	My Info		
=	My Billing Info	Job Roard	
1	My Directory Listing(s)	Search Show only Customize Results	Add
	My Subscriptions		
Ë	Events	Township Managor	
-2	Member Directory	North Posted: 7/5/2023	
	Resources	CONSULTANTS	
	Member Headlines	Site Procurement Manager	
۹	Job Board	North Posted: 7/5/2023	
١	Member-to-Member Discounts	CONSULTANTS	
苗	Community Calendar		
7	Chamber Shop	Videographer/Editor	
2	Digital Articles Series Blog	Posted: 6/19/2023	
	Powered by GrowthZone		

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

Search	Show only Customize Results	
	Ice Cream Scooper	
A ALL	Great benefits, all the ice cream you can eat.	
	Posted: 6/28/2018	
Aller)		
South and the	Assistant Floral Designer	
1 Q	Responsible for floral sales	
	Posted: 6/29/2018	

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

dd Content Item -	e ×
Contact Allison Wilson Title	Content Status Draft
Tags	
Description	
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Publish Start	Publish End
Search Description	Categories None Selected +
@lob Type	
Select as many options as apply	
@Education Level	
Select as many options as apply	
@Experience Level	
Select as many options as apply	
@job Function	
Select as many options as apply	
Search Results Image	

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.