

Instructions for Organizational Member Job Posting

1. Become an Organizational Member by visiting the [Join Us](#) page.
2. Once you've become an Organizational Member you will have the ability to post jobs on the [Find a Job](#) page.
3. Make sure you are logged into your Organizational Membership account.
4. On the [Find a Job](#) page, click on 'Create Topic'.
5. Use the following nomenclature in the 'Subject' line:
 'Job Title – Posting Organization'
6. Add job description and details in the 'Body' portion. We recommend you include the following components in your Job Description:
 - Organization website link
 - Job Location
 - Position details
 - Compensation
 - Application phone number / email (if applicable)
 - Application website link
7. To finalize your posting, click on 'Create'.

Note -Each job posting will be viewable for 30 days, after which time the posting will expire.