

JOB BOARD

Job Posting Instructions



<https://missoulachamber.mcjobboard.net/jobs>

You will need your Chamber username and password to post on the job board

To get started, click **Post A Job** at the top of the job board page.

A screenshot of the job board's login interface. At the top left, a button labeled "POST A JOB" is highlighted with a red box. To its right are two dropdown menus labeled "EMPLOYERS" and "JOB SEEKERS". Below these is a large blue button that says "CONTINUE AS A GUEST". Underneath that is the word "OR" and the text "Please provide your email address to log in." followed by an input field labeled "Email Address". At the bottom of the form is a grey button labeled "NEXT" and a link that says "Not a member? Join now!".

Log In

If you are not a member or admin, click continue as guest. If you are a member, Admin, or returning employer enter your email and click next.

1. Posting Your Job

In the Job Post Details area, you'll fill in the details for your job posting. As you begin to enter your Employer information and address, the job board will help by auto-filling that information to make the job posting process easier. Note: the auto-fill pulls from Google. If you would like to overwrite the auto-filled info with your own address, just continue to type in the address you would like for your job posting.

Once you've filled in the details of your job posting, click Preview on the right to see a preview of how your job will display once it is posted.

The screenshot shows the 'Post A Job' form with three steps: 1. Job Post Details, 2. Post Duration, and 3. Payment Details. Step 1 is active. The form fields are as follows:

Field	Value	Character Count
Job Title	Marketing Manager	17/100
Employer	MemberClicks	12/150
Employer Website	www.memberclicks.com	20/150
Address Line 1	3495 Piedmont Road Northeast	28/250
Address Line 2	Bldg. 11, Ste. 800	18/250
City	Atlanta	7/250
State	Georgia	
Zip Code	30305	
Country	United States	

There is an 'Upload Employer Logo' button with the instruction 'Select a file (200px; jpg, gif or png)'.

2. Post Duration

In the Post Duration area, you'll select the period of time your post should display on the job board.

NOTE: The job will be dropped from the board automatically after that 30, 60, or 90 days has passed.

Featured Listings will be prioritized at the top of the job board highlighted in yellow.

The screenshot shows the 'Post A Job' form with three steps: 1. Job Post Details, 2. Post Duration, and 3. Payment Details. Step 2 is active. The form displays the following options:

Be sure to [log in](#) to get the special member rate.

<input checked="" type="radio"/> 30 Day Listing	\$100.00
<input type="radio"/> 60 Day Listing	\$150.00
<input type="radio"/> 90 Day Listing	\$200.00

Below these options is a 'FEATURED' section for an additional \$25.00. It includes a blue 'Added' button and a list of benefits:

- Why upgrade to a Featured Listing?
- Your job posting will be:
 - ✓ Promoted at the top of the board
 - ✓ Highlighted Post
 - ✓ Published to the Google Jobs Network

3. Payment

To complete your job posting, fill out your payment and credit card information. Once your payment is submitted, you'll receive a confirmation email and your job posting will go live on the job board immediately.

NOTE:

If you aren't getting the membership pricing for which you are eligible, you are likely not logged in to the Job Board with your Missoula Chamber member portal user account.

To connect your account, go to Manage > Settings in the My Profile settings. You'll see a message to Connect your account to the association of which you're a member. Click Connect, log in with your Missoula Chamber member portal username/password, and you should see the pricing update based on your membership status.

The screenshot shows a web interface for posting a job. At the top, there is a navigation bar with the ART logo, a 'POST A JOB' button, and dropdown menus for 'EMPLOYERS' and 'JOB SEEKERS'. A 'LOGIN' link is also present. The main content area is divided into two columns. The left column, titled 'Post A Job', contains three sections: 'Job Post Details', 'Post Duration', and 'Payment Details'. The 'Payment Details' section includes input fields for First Name (Kasey), Last Name (Speed), Company (MemberClicks), Email (kspeed@memberclicks.com), Phone Number (404-879-2800), Card Number (4111 1111 1111 1111), Expiration Date (01/2020), and CVV (123). The right column, titled 'Order Summary', shows a table with two rows: '30 Day Listing' for \$100.00 and 'Featured Listing' for \$25.00. Below this is a 'Discount Code (Limit 1)' field with an 'APPLY DISCOUNT CODE' button. The 'TOTAL:' is \$125.00. At the bottom of the right column is a 'Preview Job Post' section with a 'PREVIEW' button.

Please contact Stephanie with questions, thank you.
info@missoulachamber.com or call (406) 303-8761