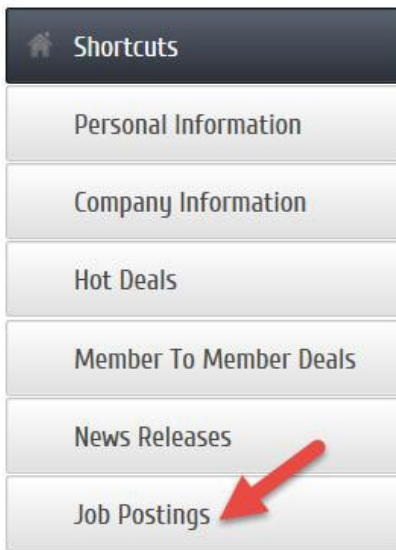


The Rochester Area Chamber of Commerce is excited to introduce our new Career Connect feature through Chamber Master. Career Connect will allow members to post open positions to attract potential employees. These job posts will be featured on the Rochester Area Chamber website under “Career Connect”. To learn more about how to take advantage of the Career Connect feature, refer to the instructions below.

How to submit a Job Posting

1. Log in to the **Member Information Center** (for help with logging in to the Member Information Center, email chamber@rochestermnchamber.com)
2. **Click on Job Postings** on the left hand **shortcuts** list




3. Once on the **Job Posting** page you can see the current **Job Postings**, **Add Job Posting** and **Manage Job Posting** buttons. * The ability to add or manage a Job Posting is managed by your chamber/association.



arrow search by: >

Results Found: 1 New Search

Sort by: **A-Z** | Category



Magnificent Mutts
123 Main Dr
123 Main Dr
somewhere, MN 12345
Salon help needed

We are looking to expand our team. We are looking for a caring individual that loves to help pets look their best. ... more details >

Category: Customer Services

Job Posting

Contact:
Email: Email@email.com
Phone: (123) 456-7890

VIEW MAP

VISIT WEBSITE

4. Click the **Add Job Posting** button



 [New Search](#)

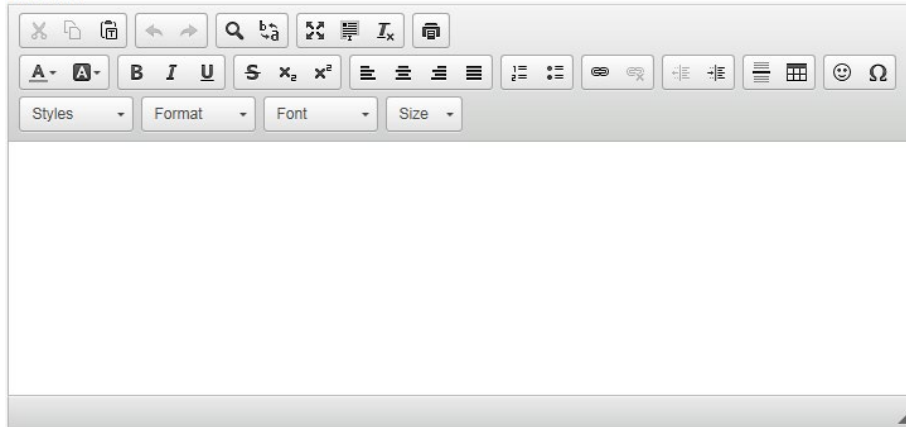
- a. **Title** - Enter the Job Posting title

General

Title:

- b. **Description** - Enter the Job Description

Description:



- c. **Category** - Choose the Category you would like the Job Posting to be found under.

Category:

- d. **Contact Information** - Review your organization information and update any information as needed.

Contact Information

| | | |
|--|---|----------------------|
| Organization Name: | Contact Rep Name: | |
| <input type="text" value="Magnificent Mutts"/> | <input type="text"/> | |
| Street: | <input type="text" value="123 Main Dr"/> | |
| | <input type="text"/> | |
| City: | <input type="text" value="somewhere"/> | |
| State: | <input type="text" value="MN"/> | |
| Postal Code: | <input type="text" value="12345"/> | |
| Email: | Local Phone: | Fax: |
| <input type="text" value="Email@email.com"/> | <input type="text" value="(123) 456-7890"/> | <input type="text"/> |
| Website: | <input type="text" value="http://www.chambermaster.com"/> | |
| [Verify URL] | | |

Active Dates

Select dates for this item to be run:

NOTE: All dates must be selected at this point, active dates cannot be changed once the Job Posting has been submitted. Job Postings are run on a week by week basis, beginning on Sunday of each week.

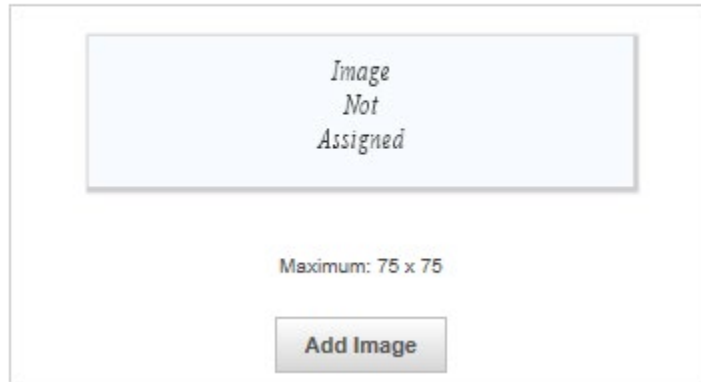
| January 2016 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

Active Dates

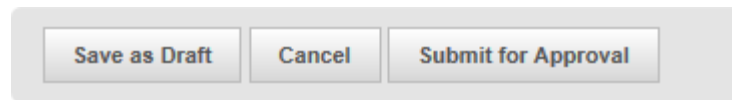
-None Selected-

- f. **Image** – Load in your business logo to show on the Job Posting

Image



- g. To submit for approval click the **Submit for Approval** button.



Manage Job Postings

After you have submitted a **Job Posting** you are able to see if it has been approved or make updates to any pending **Job Postings** *After your **Job Posting** has been approved you will need to contact your chamber/association to make any updates or changes.

Job Postings - Manage

Add Job Posting

Job Postings submitted by Magnificent Mutts

| Title | Category | Created | Status | Action | Delete |
|---------------------------|-------------------|-----------|------------------|---------|--------------------------|
| Doggie washer | Retail/Wholesale | 6/11/2015 | Pending Approval | Preview | <input type="checkbox"/> |
| Front desk help part time | Customer Services | 6/11/2015 | Approved | Preview | <input type="checkbox"/> |
| Salon help needed | Customer Services | 1/21/2016 | Approved | Preview | <input type="checkbox"/> |

Delete Selected