

# HOW TO POST A JOB

LARCHMONTCHAMBER10538.ORG

## JOB BOARD GUIDELINES

- Members can post for open positions on the Chamber Job Board
- You must include the dates that you would like the listing to be active
- If jobs are filled before the posted expiration date, it is the members responsibility to remove or update the job listing
- If you have questions, please contact Patty Weston at <a href="mailto:pattyd.weston@gmail.com">pattyd.weston@gmail.com</a>.

### ADDING A JOB POSTING

- Log in to the member section of the website at <u>larchmontchamber10538.org</u>
- Click Jobs Board link in left column
- Click the Add button in the upper right
- Complete all fields of the form, including a logo or image, and hit Submit
- Your post will be reviewed and then posted by the Chamber
- If you need to make changes to the post, click the Edit button on the top right and hit Submit

(visual aid follows, scroll please)

#### LOG IN TO WEBSITE

• Click Job Board on left

	Dear Member.
Larchmont Chamber	This is your Chamber of Commerce. It's designed to grow your business and help consumers find what they're looking for. You can help yourself here: list your business In the Chamber directory. link to your own web page and social media accounts, offer other members discounts to your business, get your name known, and connect with other members.
Logged in as Pietro Catizone - Catizone Engineering, P.C.	Please visit our <b>Member Resource Hub</b> to get answers to FAQs on how you can maximize your Chamber membership and benefits. There you can find more information on how to take advantage of the Chamber's robust social media efforts, and access other resources available to you as a member and in the wider Westchester business community.
	Visit Resource Hub
Home	Please reach out to the Chamber with any questions (info@larchmontchamber.org) and we look forward to helping you grow your business.
	Sincerely, The Larchmont Chamber of Commerce
My Info	The EarConnort Chamber of Conninerce
My Directory Listing(s)	
My Subscriptions	
Events	
Resources	
Member Discounts	
Job Board	
Powered by GrowthZone	

• Click Add on right

Larchmont Chamber	Job Board Search	Current Customize Results) IsCurre	x 🖹 (Clear All)	
<ul> <li>Home</li> <li>My Info</li> <li>My Billing Info</li> <li>My Directory Listing(s)</li> <li>My Subscriptions</li> </ul>				
Events Resources Member Discounts Job Board				

#### COMPLETE FORM, HIT SUBMIT

Job Listing Please see below for information about open positions.						
Submit a new Job Listing						
Title						
Description						
B I U S X, X <sup>1</sup> A - T1 - 6 9 1 - E -						
Search Description						
Job Type Education Level	Experience Level Job Function           Select as many options as apply         - Select as many options as apply					
Posted by (displayed publicly) Catrane Engineering, P.C.						
Publish Start	Publish End					
	mm/dd/yyyy					
Search Results Image Other images						
Submit						