



# 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 [pattyd.weston@gmail.com](mailto:pattyd.weston@gmail.com).

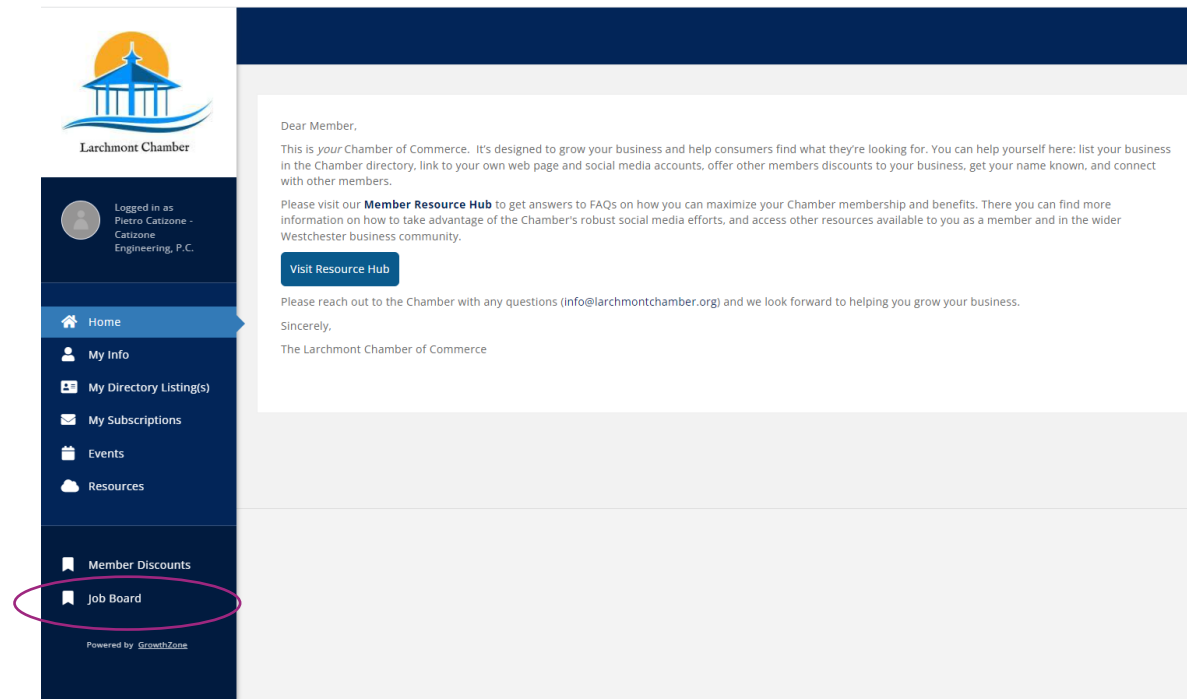
# ADDING A JOB POSTING

- Log in to the member section of the website at [larchmontchamber10538.org](http://larchmontchamber10538.org)
- 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**

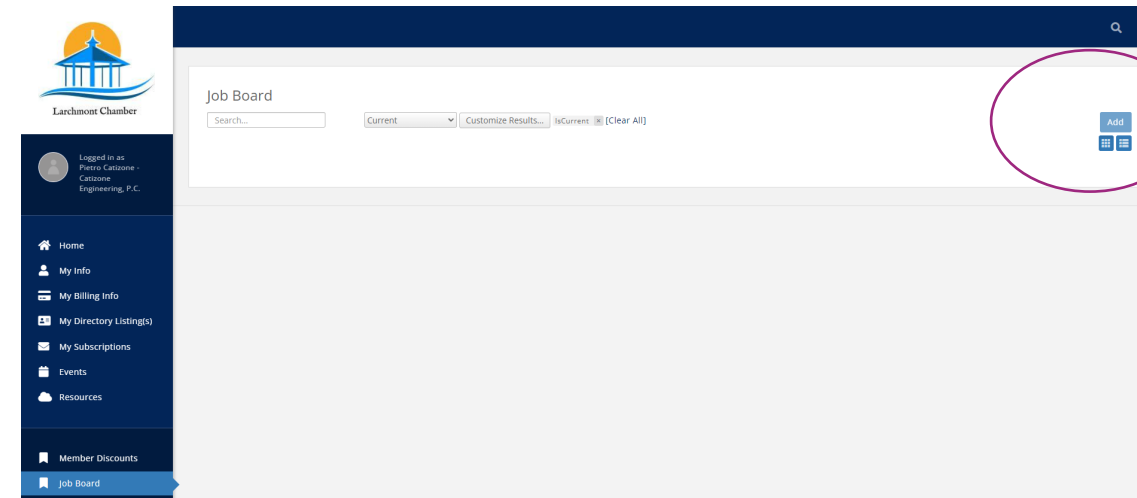
*(visual aid follows, scroll please)*

# LOG IN TO WEBSITE

- Click **Job Board** on left




- Click **Add** on right



**COMPLETE  
FORM,  
HIT SUBMIT**

Job Listing  
Please see below for information about open positions.



**Submit a new Job Listing**

Title

Description  

**B I U** **A - T1 -**

Search Description

Job Type  Education Level  Experience Level  Job Function

Posted by (displayed publicly)

Publish Start  Publish End

Search Results Image

Other images