How To Submit A Job Posting
On The Evergreen Chamber Website

Step 1: Go to EvergreenChamber.org and click "Member Login". Enter your login info.

If you need your login information please contact our Operations Team at 303.674.3412 or admin@evergreenchamber.org.

Step 2: On the left side of the page there will be a menu. At the bottom of this menu will be a button labeled "Job Postings", click it.

Step 3: Click the blue "Add Job Posting" button on the right hand side of the page (under the advertisement).

Step 4: Fill out your job posting information. When selecting the dates for your job posting you will need to click on each individual week you would like it to run.

Blue bordered boxes will appear around the selected weeks.

To advance to the next month, click the right arrow near the month header.
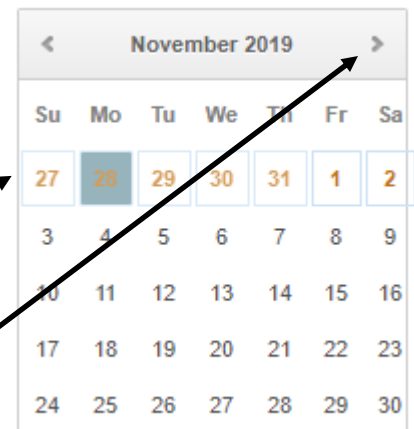
Step 5: Click "Submit For Approval" at the bottom of the page. This will submit the event for approval by our Operations Team. Typically job postings are approved within 48 hours.