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.