Online Job Board Instruction:

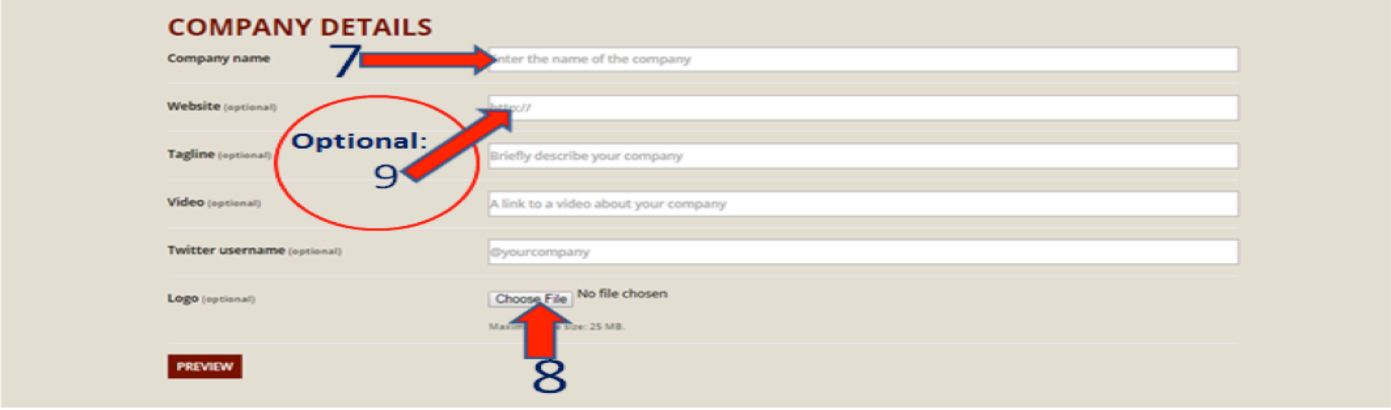
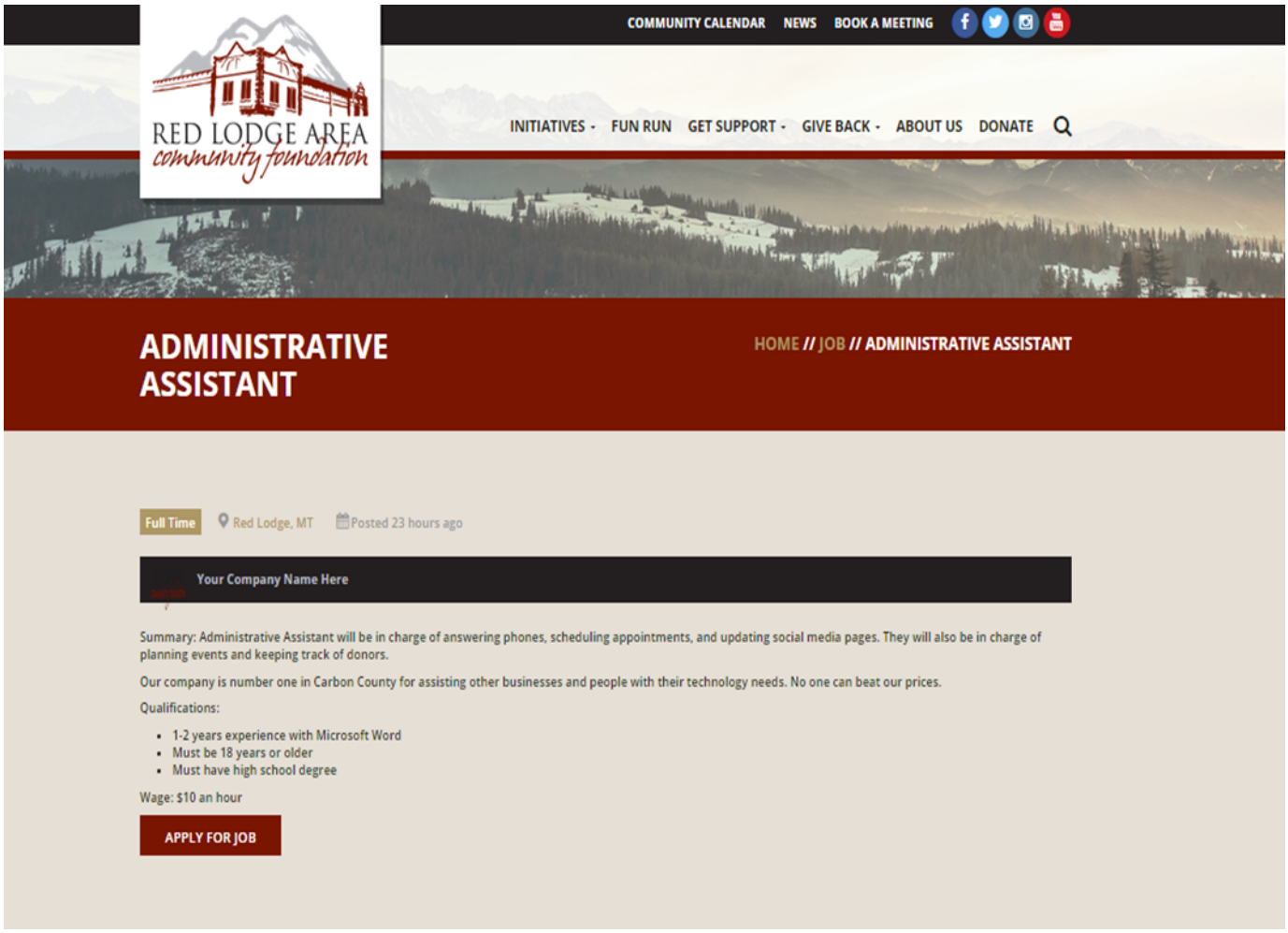
Don't forget to also take out a Classifieds ad in the Carbon County News to get your job featured on the job board!

CARBON COUNTY NEWS

When your organization wants to post a job, follow these 9 steps:

1. **Job Title** – Descriptive title of the jobs
2. **Location** – What town is the job located in?
3. **Job Type** - (Full Time, Part Time, Internship, etc)
4. **Job Category –** Select the category the job opening pertains to
5. **Job Description-**(It is recommended that your job description consist of the following 3 subheadings):
   5a. Summary – (Job and organization overview)
   5b. Qualifications
   5c. Wage
6. **Application email/url- (**What is the contact person's email address or if you have an application form on your website, enter the application form URL. If you would like applicants to apply in person, please state that in the "Summary" section of the Job Description Field. If you do not have a online application form or e-mail, simply just add your organization's website URL or social media page URL)
7. **Company name –** (What is your company's title?)
8. **Logo**
9. **Website** (optional)

All approved job postings will remain on carboncountyjobs.org for 30 days starting from the day it is approved or until the Foundation is notified that the job vacancy has been filled. Job post approval may take up to 48 hours from time of submission.



This is an example of what a job post looks like after it is approved: