

Online Job Board Instruction:

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 an 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)

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





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.


The screenshot shows the job posting form for the Red Lodge Area Community Foundation. The form includes the following fields and instructions:

- 1** Title: A text input field for the job title.
- 2** Location (optional): A text input field with "London" entered. A note below says "Leave this blank if the location is not important".
- 3** Job type: A dropdown menu with "Part Time" selected.
- 4** Job category: A dropdown menu with "Choose a category..." selected.
- 5** Description: A rich text editor with a menu bar (FILE, EDIT, INSERT, VIEW, FORMAT, TABLE, TOOLS) and a toolbar (B, I, list, link, unlink, image, video, table, undo, redo). The text inside reads: "5. It is recommended that you manually type in the following 3 subheadings in the description of your post.: 'Summary', 'Qualifications', 'Wage'."
- 6** Application email/URL: A text input field with the placeholder "Enter an email address or website URL".

COMPANY DETAILS

Company name **7**  Enter the name of the company

Website (optional) 

Tagline (optional) **Optional: 9**  Briefly describe your company

Video (optional)


Twitter username (optional)





Logo (optional) No file chosen
Maximum size: 25 MB.


8 

PREVIEW

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





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ADMINISTRATIVE ASSISTANT

HOME // JOB // ADMINISTRATIVE ASSISTANT

Full Time
 Red Lodge, MT
  Posted 23 hours ago

Your Company Name Here

Summary: Administrative Assistant will be in charge of answering phones, scheduling appointments, and updating social media pages. They will also be in charge of planning events and keeping track of donors.

Our company is number one in Carbon County for assisting other businesses and people with their technology needs. No one can beat our prices.

Qualifications:

- 1-2 years experience with Microsoft Word
- Must be 18 years or older
- Must have high school degree

Wage: \$10 an hour

APPLY FOR JOB