

How to: Post a Job Listing

Powered by:

Step 1 Log in to the Chamber Portal



The login form has a blue header with the word "Login" in white. The body is white and contains the following elements:

- A "Username:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A link that says "Forgot your username/password?" in blue text.
- A blue "Submit" button.

A large black arrow points from the circled "Login" button on the homepage to the login form.

Step 2 Select Job Postings

From the Home page, select **Job Postings** on the left navigation menu.

The screenshot displays the Coastal Alabama Business Chamber website. The top navigation bar includes a search field, a user profile for Mark Jones (Yellow Hammer IT) with an 'Account Settings' dropdown, and a row of icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar, titled 'Shortcuts', lists several menu items: Personal Information, Company Information, Hot Deals, Member To Member Deals, News Releases, and Job Postings, which is circled in blue. The main content area shows the 'Home' page with a 'Welcome Message' and an 'Upcoming Events' section for May 21, 2019, featuring the 'Summer Glow Event @ The McCollough Institute'.

COASTAL ALABAMA BUSINESS CHAMBER

Search

Logged in as Mark Jones
Yellow Hammer IT
Account Settings ▼

Home Directory Events Resources Reports News Settings

Shortcuts

- Personal Information
- Company Information
- Hot Deals
- Member To Member Deals
- News Releases
- Job Postings**

Home

Welcome Message [Read Later](#)

ChamberMaster is your direct connection to the **Coastal Alabama Business Chamber**. As a member of the Coastal Alabama Business Chamber you have the opportunity to market your business to consumers visiting <http://www.mygulfoastchamber.com/> by enhancing your informational [home page](#) with [pictures](#) and [text](#). You can also post [hot deals](#), [job openings](#) and [events](#), add [keywords](#) to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items.

Whether at work, at home, or traveling, anywhere that you have access to the internet you

Upcoming Events

21 MAY 2019

Summer Glow Event @ The McCollough Institute

Summer is just around the corner! Let us fill you in on the latest summer

[... see more →](#)

Step 3 Choose Add Job Posting

To add a job posting, select **Add Job Posting**.

The screenshot displays the Coastal Alabama Business Chamber website interface. The top navigation bar includes a search field, a user login status for 'Mark Jones' with 'Yellow Hammer IT', and an 'Account Settings' dropdown. Below this is a row of icons for Home, Directory, Events, Resources, Reports, News, and Settings. A left sidebar contains links for Community, Hot Deals, Member To Member Deals, News Releases, Job Postings (highlighted), and Social Feed. The main content area is titled 'Job Postings' and features two buttons: 'Add Job Posting' (circled in red) and 'Manage Job Postings'. Below these buttons, a search filter section shows 'Narrow search by:' and 'Results Found: 12'. A job listing for 'Alabama Gulf Coast Zoo' is displayed, including the address '1204 Gulf Shores Parkway, Gulf Shores, AL 36542', the position title 'Senior Accountant - Full-Time Position', a summary of the position, and contact information. The job listing also includes buttons for 'VIEW MAP' and 'VISIT WEBSITE'.

COASTAL ALABAMA BUSINESS CHAMBER

Search

Logged in as Mark Jones
Yellow Hammer IT
Account Settings

Home Directory Events Resources Reports News Settings

Community

Hot Deals

Member To Member Deals

News Releases

Job Postings

Social Feed

Job Postings

Add Job Posting Manage Job Postings

Narrow search by: >

Results Found: 12

Sort by: A-Z Category

Alabama Gulf Coast Zoo
1204 Gulf Shores Parkway
Gulf Shores, AL 36542
Senior Accountant - Full-Time Position

Summary of Position: The Senior Accountant position reports to the Chief Financial Officer, but the employee is expected to function in a proficient and independent manner in carrying out of the accounting for his or her assigned areas. Personal contact includes staff from within the Zoo and others such as trustees, Board members, and auditors, to provide or obtain financial information and to resolve problems or issues. The position will deal with vendor, bank and bond accounts as well as handle ... more details →

Category: Accounting

Job Posting

Contact:
Email: cfo@algulfcoastzoo.org;
director@algulfcoastzoo.org
Phone: (251) 968-5732

VIEW MAP

VISIT WEBSITE

Step 4 Populate the General Fields

Title

- Include a concise title that reveals job
- Capture attention

Description can include such information as:

- Requirements
- Responsibilities
- Benefits

Meta Description Strategies

- Include 1-2 sentences summarizing the position
- Add relevant key word(s) about the position
- Use no more than 320 characters

Displayed Posting Date

- Share the posting date the position is first posted

Category

- From the drop down menu select a category that most closely aligns with this position

The screenshot shows the 'Job Postings - Create' form. At the top is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. Below this is a dark header bar with the text 'Job Postings - Create' and a blue button labeled 'Manage Job Postings'. The form is divided into sections. The 'General' section is highlighted. It contains a 'Title' field with an arrow pointing to it. Below the title is a 'Description' field with a rich text editor toolbar. The toolbar includes icons for undo, redo, search, bold, italic, underline, strikethrough, link, unlink, list, and table. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The description field contains the text 'Proofread your description for typos in this textbox.' and a large oval annotation. Below the description field is a 'Meta Description' field with a label 'Meta Description: (1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max)' and an oval annotation. Below the meta description field is a 'Displayed Posting Date' field with an arrow pointing to it and the date '6/3/2019'. At the bottom is a 'Category' field with a dropdown menu labeled 'Select a Category' and an arrow pointing to it.

Home Directory Events Resources Reports News Settings

Job Postings - Create

Manage Job Postings

General

Title:

Description:

Proofread your description for typos in this textbox.

Meta Description: (1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max)

Displayed Posting Date:

6/3/2019

Category:

Select a Category

Step 5 Share Contact Information

Include details for who to contact and how to connect to obtain more information such as:

- Organization name
- Contact Representative Name
- Street Address
- City
- State
- Postal Code
- Email
- Local Phone
- Fax
- Website URL

Click on **Verify URL** to ensure the website link you add is functional.

Contact Information

Organization Name:

YellowHammerIT

Contact Rep Name:

Mark Jones

Street:

|

City:

Foley

State:

AL

Postal Code:

36535

Email:

mark@yellowhammerit.com

Local Phone:

(251) 979-1480

Fax:

Website:

https://www.yellowhammerit.com

[[Verify URL](#)]

Step 6 Select Active Dates

Select dates the post will be viewable by clicking on the calendar.
Review the date ranges listed under **Active Dates** to ensure accuracy or clear dates as needed.

Active Dates

Select dates for this item to be run:

NOTE: All dates must be selected at this point, active dates cannot be changed once the Job Posting has been submitted. Job Postings are run on a week by week basis, beginning on Sunday of each week.

<

June 2019

>

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |

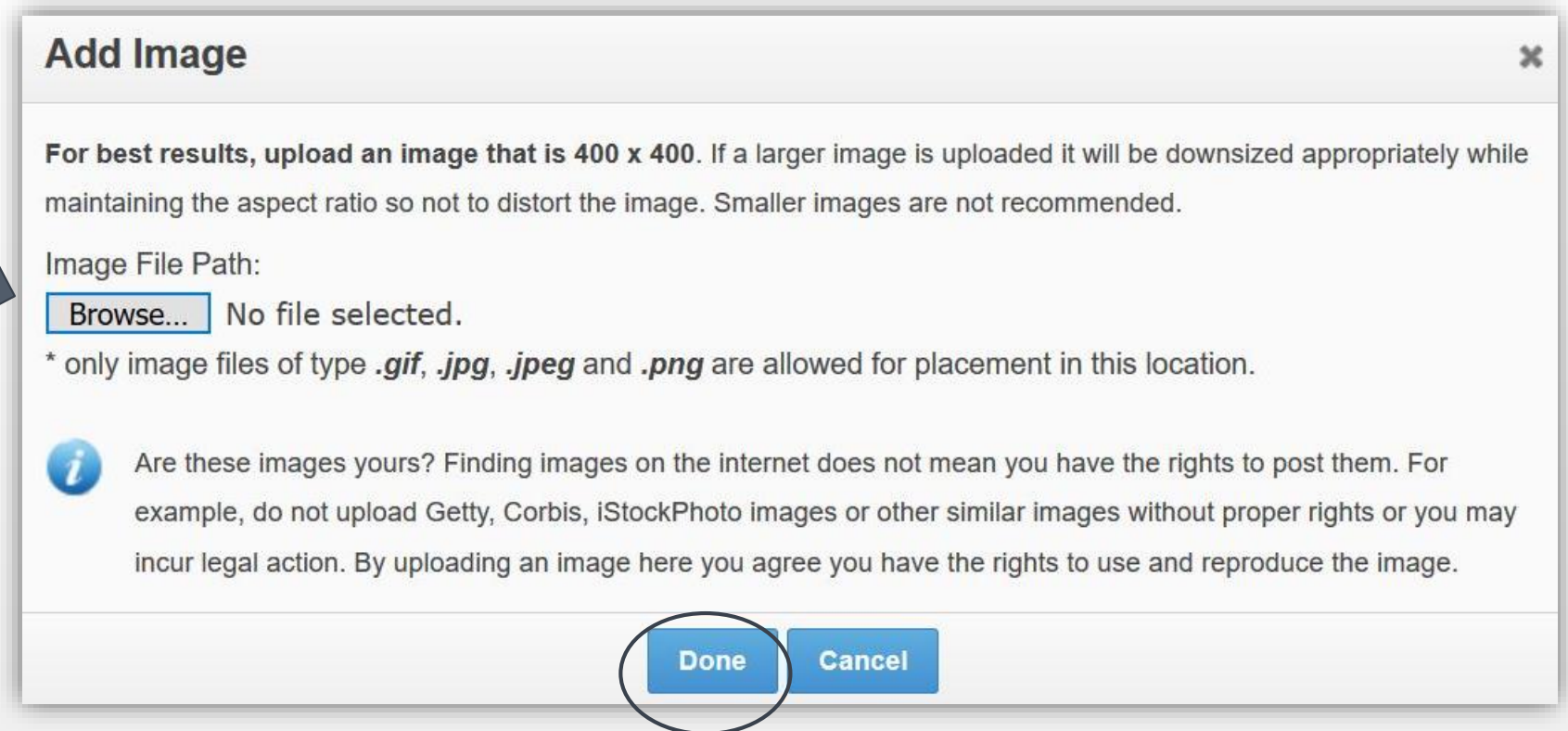
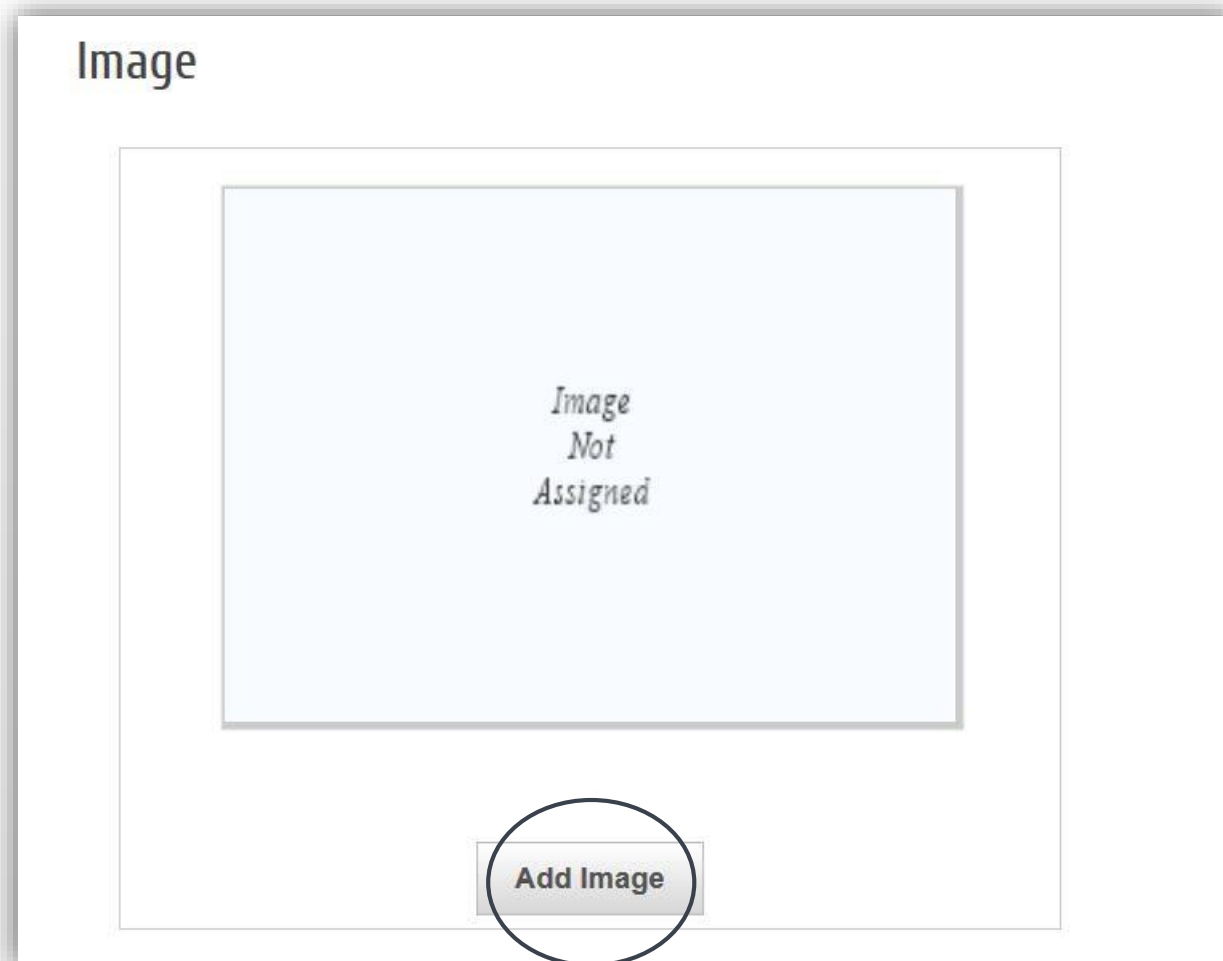
Active Dates

6/2/2019 - 6/8/2019
6/9/2019 - 6/15/2019
6/16/2019 - 6/22/2019

Clear Dates

Step 7 Add an Image

Add interest to your job posting by including a photo that depicts your company or an aspect of the position.



Step 8 Save, Cancel, or Submit

Choose to:

Safe as Draft
to work on
the details
later



Save as Draft

Cancel
your event
post



Cancel

Submit your
event for
approval



Submit for Approval

After you submit the job listing, it will be reviewed by the Chamber team. Once it has been approved it will appear on the [Chamber Job Search](#) page.

BUSINESS CHAMBER

COASTAL ALABAMA



YOUR BUSINESS

BUSINESS DIRECTORY

Job Search