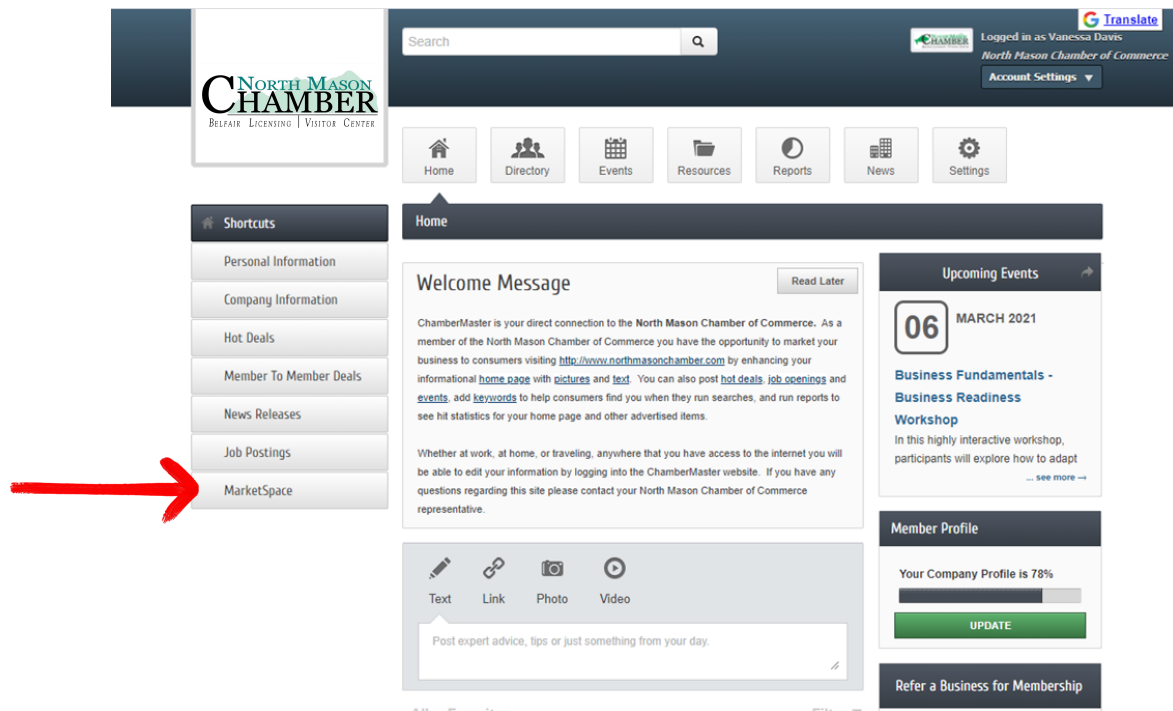


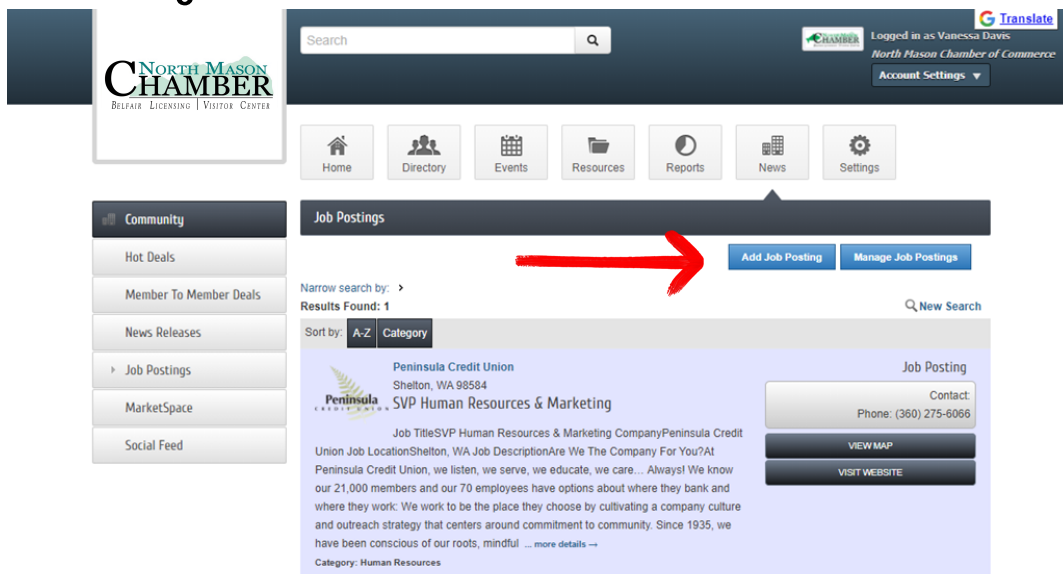
# Creating A New Job Announcement

Sign into your account at <http://members.northmasonchamber.com/login/>. If you do not have an account associated with your Chamber membership, contact Vanessa to get set up: [vanessa@northmasonchamber.com](mailto:vanessa@northmasonchamber.com) or (360) 275.4267

Once signed in, click the **Job Postings** button on the left of the page.



Click the **Add Job Posting** button.



Enter your Job Posting details. We recommend adding an image to your Job Post, even if it's just your company logo. If you choose not to upload an image, the posting will be published to our social media pages with the Chamber logo.

The screenshot shows the North Mason Chamber website interface. The header includes the Chamber logo, a search bar, and user information: "Logged in as Vanessa Davis, North Mason Chamber of Commerce" with an "Account Settings" dropdown. A navigation bar contains icons for Home, Directory, Events, Resources, Reports, News, and Settings. A left sidebar lists "Community" options: Hot Deals, Member To Member Deals, News Releases, Job Postings (selected), MarketSpace, and Social Feed. The main content area is titled "Job Postings - Create" and includes a "Manage Job Postings" button. The form has a "General" section with a "Title:" input field and a "Description:" field with a rich text editor toolbar. The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, link, unlink, and a link icon. Below the toolbar are dropdown menus for Styles, Format, Font, and Size.

Once you've added the Job Posting details, click the Submit for Approval button. Your Job Posting will appear as Pending Approval until it is approved and goes live. Once approved, your Job Posting will be live on the website for the duration of the publish dates selected and posted on our Facebook page.

The screenshot shows the North Mason Chamber website interface. The header and navigation bar are identical to the previous screenshot. The left sidebar is the same. The main content area is titled "Job Postings - Manage" and includes an "Add Job Posting" button. Below the button is a table titled "Job Postings submitted by North Mason Chamber of Commerce".

Title	Category	Created	Last Posted	Status	Action	Delete
Admin Assistant	Administrative, Support & Clerical	3/4/2021	3/14/2021	Pending Approval	Preview Copy	<input type="checkbox"/>
Certified Vehicle Licensing Representation	Administrative, Support & Clerical	11/24/2020	12/6/2020	Approved	Preview Copy	<input type="checkbox"/>
TEST	+General	2/20/2014	2/23/2014	Disabled	Preview Copy	<input type="checkbox"/>
Vehicle Licensing Representation	Administrative, Support & Clerical	8/7/2020	9/6/2020	Disabled	Preview Copy	<input type="checkbox"/>

At the bottom of the table is a "Delete Selected" button.

If you run into any troubles, or have any questions, please contact the Chamber.  
(360) 275.4267 or [vanessa@northmasonchamber.com](mailto:vanessa@northmasonchamber.com).