

Member Profile Instructions

How to Post a Job Opening



<https://missoulachamber.jobboard.net/jobs>

Log-in Credentials

How to Obtain Member Log-in Credentials

Email info@missoulachamber.com or call (406) 303-8761 for Member log-in credentials.

Log-In to Your Business Profile

Your Chamber log-in credentials are:

Username (Membership ID#): On Invoice

Password (Last 4 digits of Main Phone #): XXXX

1. Go to Job Board (Link above)
2. Log-in using your Member credentials - If you do not log-in you will be charged a fee to post.
3. CLICK "Post a Job"

The screenshot shows the Missoula Chamber Job Board homepage. At the top, there is a navigation bar with 'POST A JOB', 'EMPLOYERS', and 'JOB SEEKERS' buttons. A search bar is present with 'Search by Keyword' and 'Search by Location' options. Below the search bar, there is a section for 'Engaging Business & Community' with another search bar. The main content area is divided into 'Listings' and 'Job Alerts'. The 'Listings' section shows a job listing for 'OCCUPATIONAL THERAPIST ~ 1 year only' at 'Missoula County Public Schools - Missoula, MT'. The 'Job Alerts' section has a 'Sign up for job alerts' form with an 'Email Address' field and a 'SIGN UP' button. The 'LOG IN' button in the top right corner is circled in red. An orange arrow points from the 'LOG IN' button to step 2 of the instructions. Another orange arrow points from step 3 to the 'POST A JOB' button.

4. Complete "Job Post Details, Post Duration and Payment Details (Members post for free)"

The screenshot shows the 'New Job Post' form. The form is divided into three sections: 1. Job Post Details, 2. Post Duration, and 3. Payment Details. The 'Job Post Details' section has fields for 'Job Title *' and 'Employer *'. The 'Post Duration' section has a field for 'Post Duration'. The 'Payment Details' section has a field for 'Payment Details'. The form is numbered 1, 2, and 3.

5. New Posts will automatically be posted to Facebook - The Top 5 Newest Posts will be on a ticker on our [Jobs Board web page](#)

The Missoula Area Chamber of Commerce JOB BOARD is a benefit of membership to all members!