JOB BOARD
Job Posting Instructions

MISSOULA CHAMBER
MISSOULA AREA CHAMBER OF COMMERCE
Engaging Business and Community

https://missoulachamber.mcjobboard.net/jobs

You will need your Chamber username and password to post on the job board

To get started, click Post A Job at the top of the job board page.

Log In

If you are not a member or admin, click continue as guest. If you are a member, Admin, or returning employer enter your email and click next.

1. Posting Your Job

In the Job Post Details area, you'll fill in the details for your job posting. As you begin to enter your Employer information and address, the job board will help by auto-filling that information to make the job posting process easier. Note: the auto-fill pulls from Google. If would like to overwrite the auto-filled info with your own address, just continue to type in the address you would like for your job posting.

Once you've filled in the details of your job posting, click Preview on the right to see a preview of how your job will display once it is posted.

2. Post Duration

In the Post Duration area, you'll select the period of time your post should display on the job board.

NOTE: The job will be dropped from the board automatically after that 30, 60, or 90 days has passed.

Featured Listings will be prioritized at the top of the job board highlighted in yellow.

3. Payment

To complete your job posting, fill out your payment and credit card information. Once your payment is submitted, you'll receive a confirmation email and your job posting will go live on the job board immediately.

NOTE:

If you aren't getting the membership pricing for which you are eligible, you are likely not logged in to the Job Board with your Missoula Chamber member portal user account.

To connect your account, go to Manage > Settings in the My Profile settings. You'll see a message to Connect your account to the association of which you're a member. Click Connect, log in with your Missoula Chamber member portal username/password, and you should see the pricing update based on your membership status.

**Please contact Stephanie with questions, thank you.
info@missoulachamber.com or call (406) 303-8761**