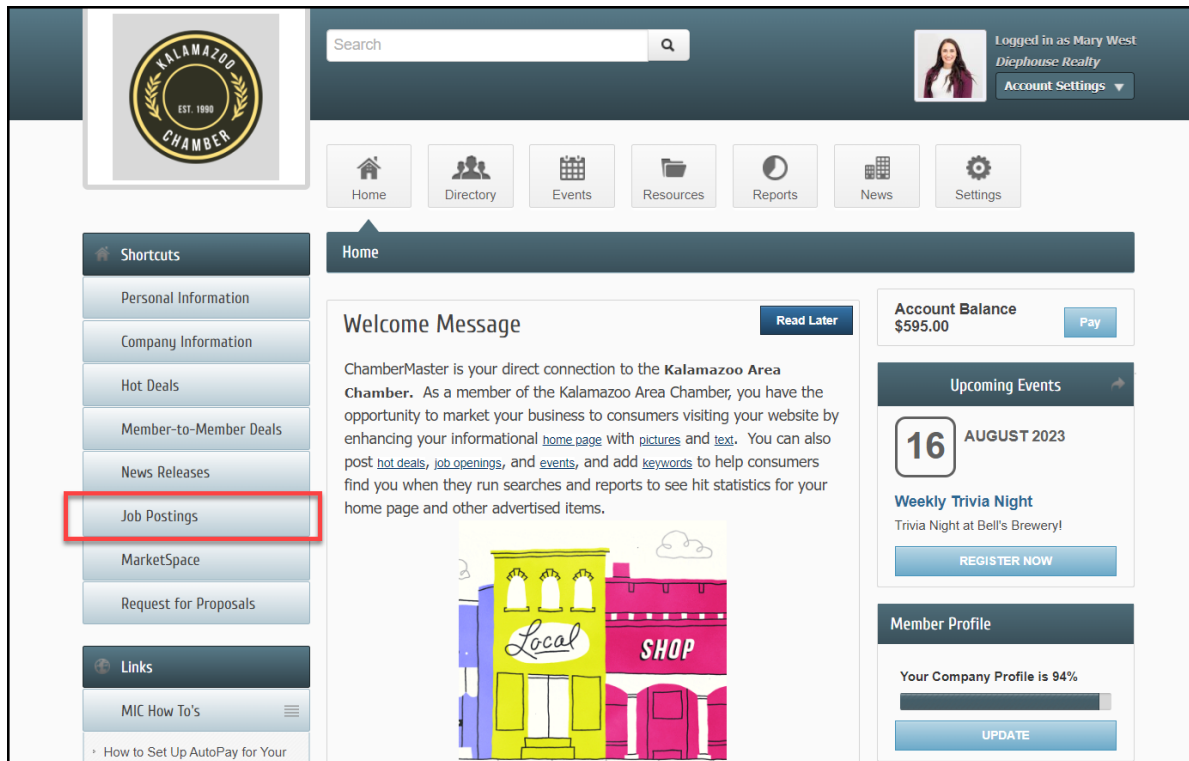
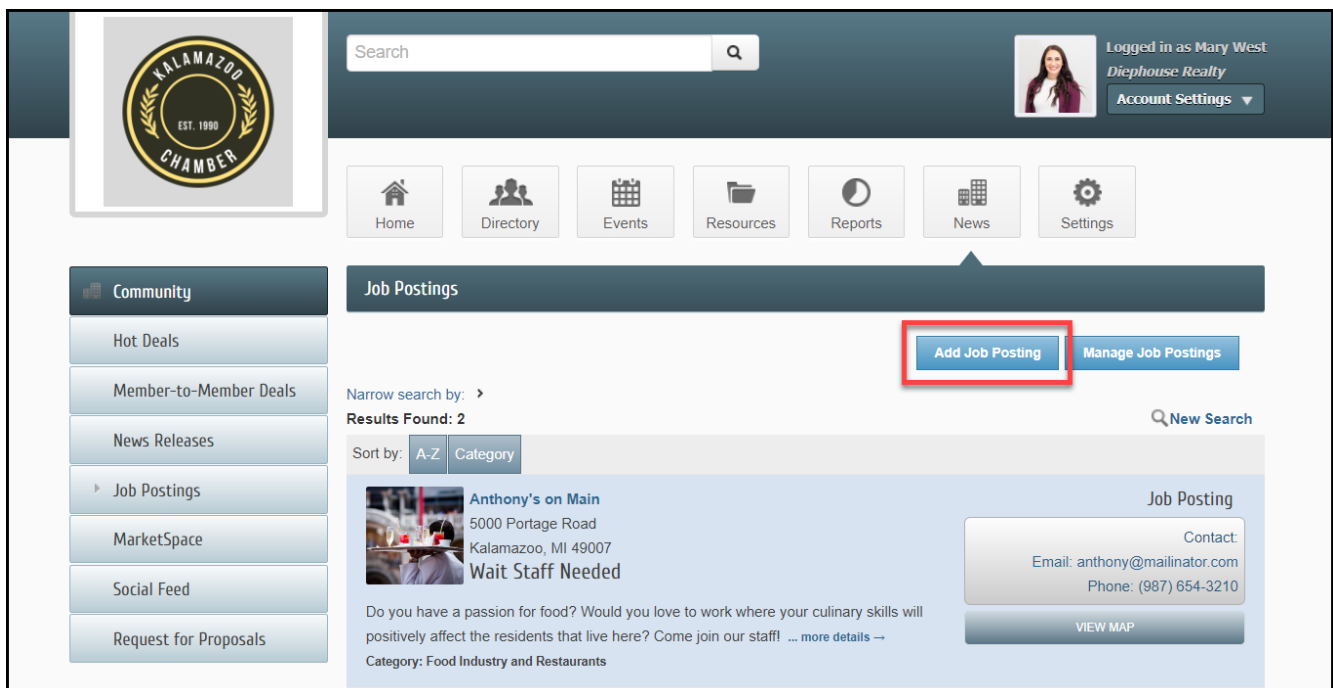


Submit Job Posting via the MIC For Your Members

1. In the Member Information Center (MIC), select Job Postings in the left-hand panel.



2. Click Add Job Posting.



3. Complete the following information:

- **Title:** Enter a title for the job posting.
- **Description:** include the job posting description.
- **Meta Description:** Enter a 1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max.
- **Displayed Posting Date:** This date is displayed on the Job Posting page to let people know the "age" of the Job Posting.
- **Categories:** Select the category under which this Job Posting should be organized
- **Contact Information:** Enter desired contact information.
- **Active Dates:** select the dates for this Job Posting to be run. Be sure to add all dates at this point, as the active dates cannot be changed once the Job posting has been submitted.
- **Image:** add an image for the Job Posting. This image will display in the Job Posting search results.

The screenshot shows the 'Job Postings - Create' page on the Kalamazoo Chamber website. The page has a dark blue header with a search bar, a user profile for 'Mary West' from 'Diephouse Realty', and a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. A left sidebar contains a 'Community' menu with options like Hot Deals, Member-to-Member Deals, News Releases, Job Postings (selected), MarketSpace, Social Feed, and Request for Proposals. The main content area is titled 'Job Postings - Create' and features a 'Manage Job Postings' button. Below this is a 'General' section with a 'Title' field and a 'Description' field. The 'Description' field includes a rich text editor with various formatting tools (bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, align, justify, text color, background color, font size, font family, link, unlink, image, video, table, quote, code, etc.) and a 'Styles' dropdown.

Kalamazoo Chamber
EST. 1990

Search

Logged in as Mary West
Diephouse Realty
Account Settings

Home Directory Events Resources Reports News Settings

Community
Hot Deals
Member-to-Member Deals
News Releases
Job Postings
MarketSpace
Social Feed
Request for Proposals

Job Postings - Create

Manage Job Postings

General

Title:

Description:

Rich text editor toolbar with various formatting options.

4. Click **Purchase**. The Job Posting will be submitted to your organization for approval.
Note: If your organization does not charge for Job Postings, this button will display Submit for Approval.

Active Dates

8/13/2023 - 8/19/2023
8/20/2023 - 8/26/2023
8/27/2023 - 9/2/2023

Clear Dates

< August 2023 >

Su	Mo	Tu	We	Th	Fr	Sa
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	31	1	2

Image

Image
Not
Assigned

Add Image

Save as Draft

Cancel

Purchase

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