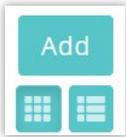


## To Post a New Job

1. Log into your GrowthZone Member Hub
2. On Left menu, scroll down and click on the last item Jobs



3. In this window, on the top right click on Add



4. Submit a new job

**Job Title** – Enter job title

**Description** – Enter the job description in as much detail as you prefer. Alternatively, you can enter just the job title and a link to the posting on your company site.

**Suggested format:**

- *Position Title, Company*
- ***Full Description and Application Link*** (hyperlink to posting on company site)  
*OR Link to Position on Company site: <https://jobpost.com>*
- *Description of position, experience preferred, how to apply*

**Categories** – Select job categories

**Job Link** – Paste the full web address starting with https://

**Contact** – Type in your name and click search. Click on your name to populate fields.

**Publish Start and End Dates** – Enter dates for listing to be live on NCTECH.org

**Search Results Image** – click the grey rectangle with the tag icon. Upload the company logo. This is optional but helps your listing stand out on the Job Board.

**Submit** – Click the blue submit rectangle.

5. **Alternatively:** Create a post titled All Open Roles or something similar. Link to your careers page for live updates without having to post jobs individually. You can also do this **AND** post individual listings

## To Edit an Existing Job Post

1. Log into your GrowthZone Member Hub
2. On Left menu, scroll down and click on the last item Jobs



3. Click on the pencil icon for the job you would like to edit. Make your changes and click save.
4. To delete the posting, scroll down, click delete.