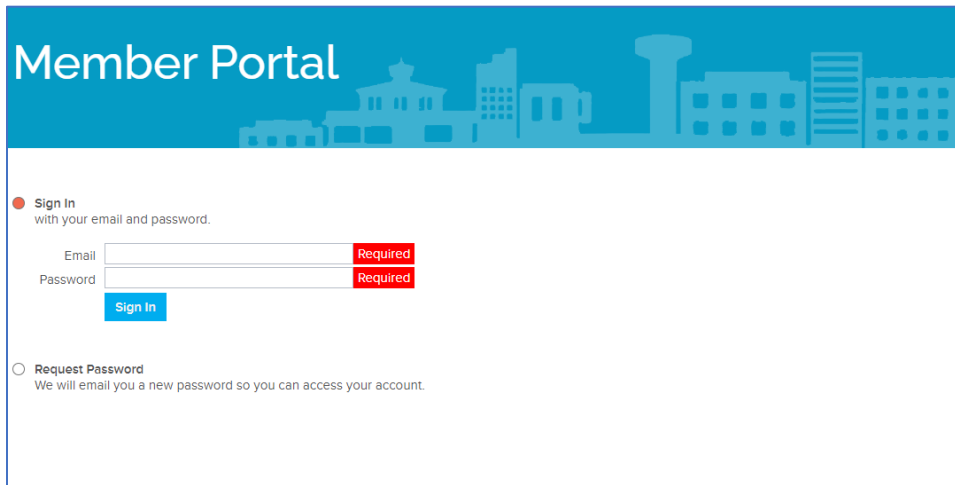


# Posting on Chamber Job Board

## 1. Login to your member portal.

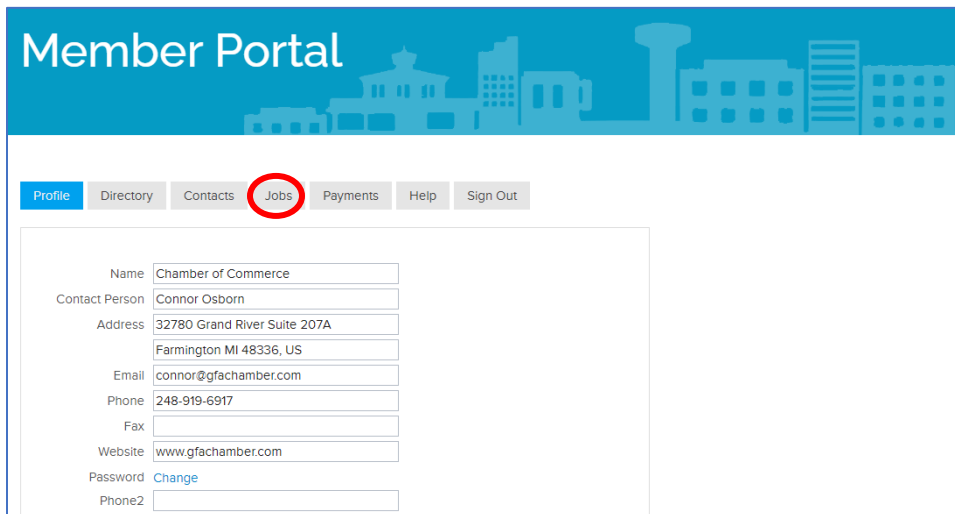
<https://www.gfachamber.com/member-portal/>



The screenshot shows the 'Member Portal' login page. At the top, there is a blue header with the text 'Member Portal' and a silhouette of a city skyline. Below the header, there are two main options for user authentication:

- Sign In** (selected with a red dot): with your email and password. This option includes two input fields: 'Email' and 'Password', both marked as 'Required' in red. A blue 'Sign In' button is positioned below these fields.
- Request Password** (unselected with a grey dot): We will email you a new password so you can access your account.

## 2. Access the Jobs tab.

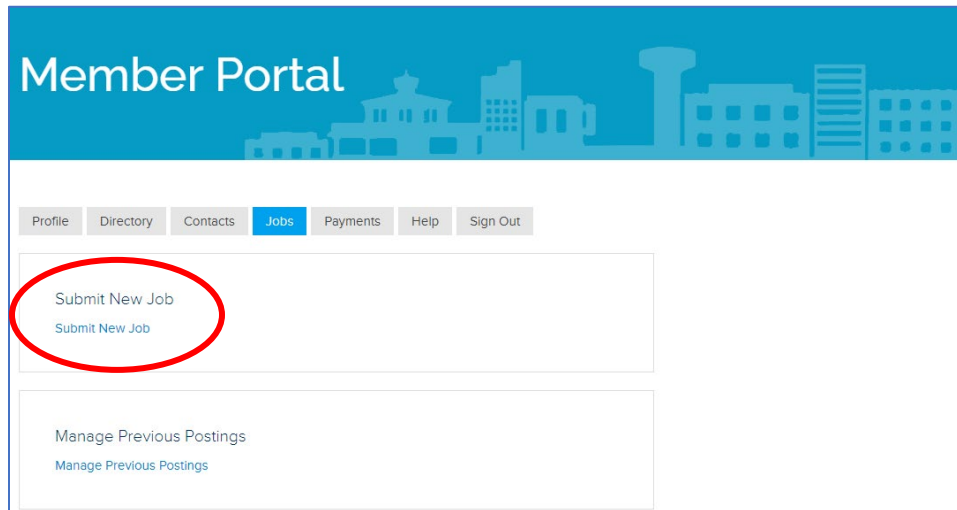


The screenshot shows the 'Member Portal' profile page. At the top, there is a blue header with the text 'Member Portal' and a silhouette of a city skyline. Below the header, there is a navigation menu with several tabs: 'Profile', 'Directory', 'Contacts', 'Jobs', 'Payments', 'Help', and 'Sign Out'. The 'Jobs' tab is highlighted with a red circle. Below the navigation menu, there is a form containing the following information:

Name	Chamber of Commerce
Contact Person	Connor Osborn
Address	32780 Grand River Suite 207A Farmington MI 48336, US
Email	connor@gfachamber.com
Phone	248-919-6917
Fax	
Website	www.gfachamber.com
Password	<a href="#">Change</a>
Phone2	

# Posting on Chamber Job Board

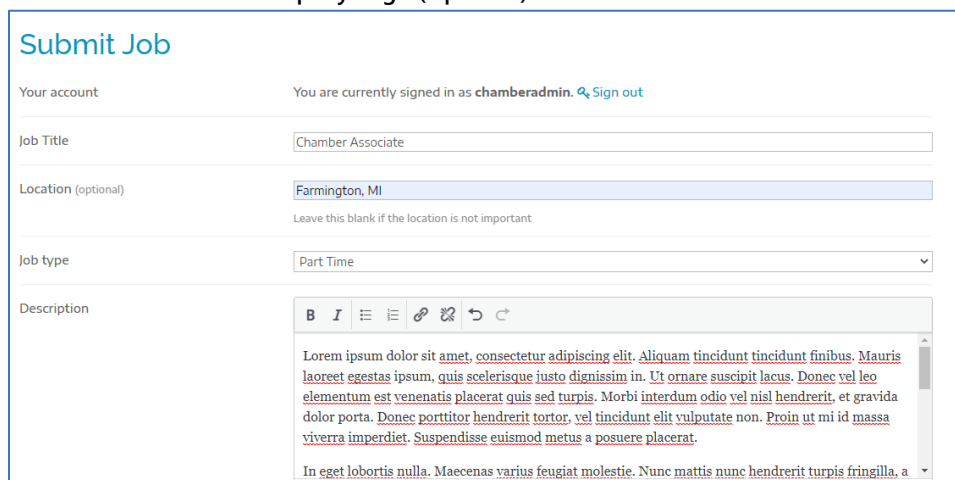
## 3. Click Submit New Job.



## 4. Fill out the information regarding the Job Position.

### a. Things included in job posting are:

- i. Job Title
- ii. Location
- iii. Job Type
- iv. Description
- v. Email/Website on where to apply ( \*NOTE\* for website please include https:// )
- vi. Company Name
- vii. Company Website (Optional)
- viii. Company Tagline (Optional)
- ix. Company Video (Optional)
- x. Company Twitter (Optional)
- xi. Company Logo (Optional)



The screenshot shows the 'Submit Job' form. At the top, it says 'Your account' and 'You are currently signed in as chamberadmin. Sign out'. The form has several fields: 'Job Title' with the value 'Chamber Associate', 'Location (optional)' with the value 'Farmington, MI' and a note 'Leave this blank if the location is not important', and 'Job type' with a dropdown menu set to 'Part Time'. The 'Description' field is a rich text editor with a toolbar and contains placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam tincidunt tincidunt finibus. Mauris laoreet egestas ipsum, quis scelerisque justo dignissim in. Ut ornare suscipit lacus. Donec vel leo elementum est venenatis placerat quis sed turpis. Morbi interdum odio vel nisl hendrerit, et gravida dolor porta. Donec porttitor hendrerit tortor, vel tincidunt elit vulputate non. Proin ut mi id massa viverra imperdiet. Suspendisse euismod metus a posuere placerat. In eget lobortis nulla. Maecenas varius feugiat molestie. Nunc mattis nunc hendrerit turpis fringilla, a

## 5. Click Preview.

# Posting on Chamber Job Board


6. Click Submit Listing once you are ready to have job posted.

### Submit Job

Preview Edit listing Submit Listing

## Chamber Associate

**Part Time** Farmington, MI Posted 2 seconds ago

 **The Greater Farmington Area Chamber of Commerce** Website  
#BetterTogether

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7. The Chamber will approve your job posting within 24 hours.
  - a. **\*NOTE\*** the only thing being reviewed is for spam postings.
8. Once approved it will be listed on the Chamber Job Board.
  - a. <https://www.gfachamber.com/job-board/>

Check out all of the job listings available below from our Chamber members!


Whether you are looking for your next career move or a summer job, you will be able to see all opportunities available from our Chamber businesses. All job listings will include a description of the role as well as the appropriate website on where to apply or an email on who to contact to submit an application.

If you are an employer looking to have your job listings included below, please contact the Chamber at [info@gfachamber.com](mailto:info@gfachamber.com) or contact us at 248-919-6917. These job listings are limited to only Chamber members.

Keywords  Location

Search Jobs

Freelance  Full Time  Internship  Part Time  Temporary

 Chamber Associate Farmington, MI **Part Time**  
The Greater Farmington Area Chamber of Commerce  
#BetterTogether Posted 51 seconds ago


# Posting on Chamber Job Board

## 9. Here is a preview of what that looks like.

### Chamber Associate

by chamberadmin | Mar 16, 2021

**Part Time** • Farmington, MI • Posted 1 min ago

 **The Greater Farmington Area Chamber of Commerce**  
#BetterTogether [Website](#)

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[Apply for job](#)

To apply for this job please visit [www.gfachamber.com](http://www.gfachamber.com).

## 10. All Job postings can be edited after they have been posted in the Member Portal.

## Member Portal

Profile Directory Contacts **Jobs** Payments Help Sign Out

Submit New Job  
Submit New Job

**Manage Previous Postings**  
Manage Previous Postings

If you have questions on how to post job listings, please contact the Chamber at 248-919-6917 or email us at [info@gfachamber.com](mailto:info@gfachamber.com).