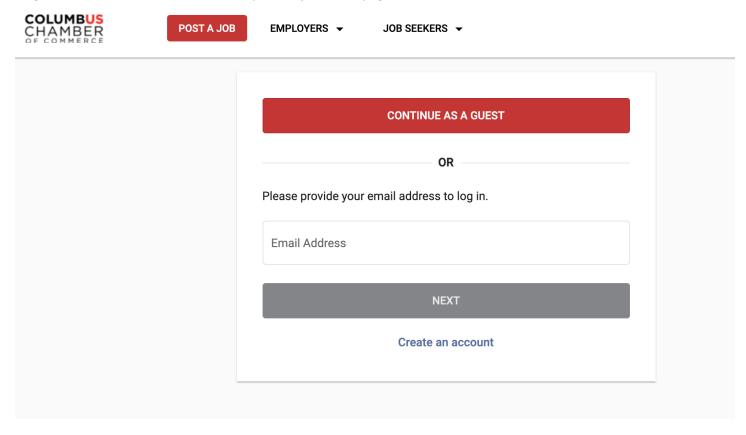# Columbus Chamber Job Board*

Columbus Chamber Members can post open positions on our job board as one of the many benefits of your Chamber membership. Not a partner? Non-member pricing is available. If you are interested in joining the Chamber, contact us for more information.

How to Post a Job

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

COLUMBUS CHAMBER OF COMMERCE

POST A JOB   EMPLOYERS ▾   JOB SEEKERS ▾

CONTINUE AS A GUEST

OR

Please provide your email address to log in.

Email Address

NEXT

Create an account

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.
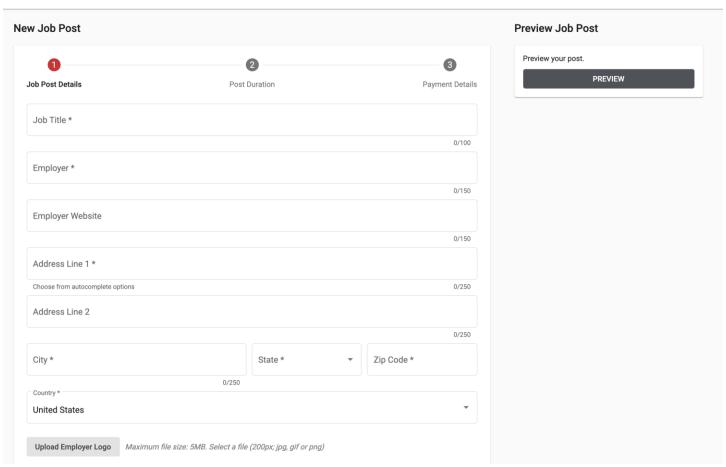
1. Posting Your Job
In the Job Post Details area, you'll fill in the details for your job posting. As you begin to enter your Employer information and address, the job board will help by auto-filling that information to make the job posting process easier. ***Note****: the auto-fill pulls from Google. 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.

* By posting a job to the Columbus Chamber Job Board, you agree that the post complies with all existing laws, in addition to the Chamber's fully inclusive non-discrimination policy. Each employer is legally responsible for the content of their post.

COLUMBUS CHAMBER OF COMMERCE

POST A JOB   EMPLOYERS ▾   JOB SEEKERS ▾   LOG IN

New Job Post

Preview Job Post

① — ② — ③
Job Post Details   Post Duration   Payment Details

Job Title *
0/100

Employer *
0/150

Employer Website
0/150

Address Line 1 *
Choose from autocomplete options   0/250

Address Line 2
0/250

City *   State * ▾   Zip Code *
0/250

Country *
United States ▾

Upload Employer Logo   Maximum file size: 5MB. Select a file (200px; jpg, gif or png)
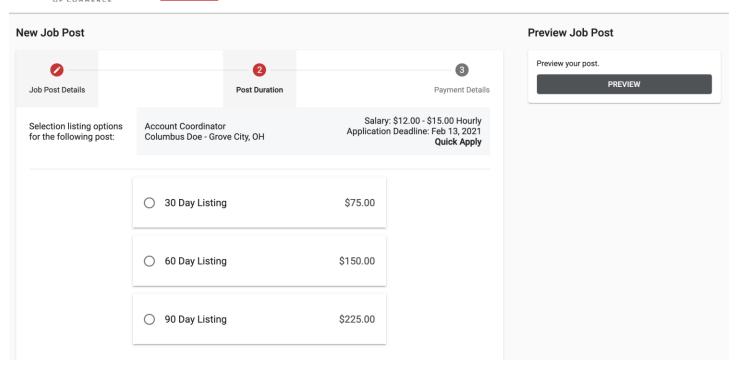
Preview your post.
PREVIEW

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.

New Job Post

| ✎ Job Post Details | ② Post Duration | ③ Payment Details |

Selection listing options
for the following post:

Account Coordinator
Columbus Doe - Grove City, OH

Salary: $12.00 - $15.00 Hourly
Application Deadline: Feb 13, 2021
Quick Apply

○ 30 Day Listing	$75.00
○ 60 Day Listing	$150.00
○ 90 Day Listing	$225.00

Preview Job Post

Preview your post.

PREVIEW

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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.

New Job Post

| ✎ Job Post Details | ✎ Post Duration | ③ Payment Details |

First Name *

0/60

Last Name *

0/60

Company

Email *

Confirmation will be sent to this email   0/250

Phone Number

(###) ### ####

Card Number *

Expiration Date *

Order Summary

| 60 Day Listing | $150.00 |

Discount Code (Limit 1)

APPLY DISCOUNT CODE

TOTAL: $150.00

Preview Job Post

Preview your post.

PREVIEW