



JOB BOARD POSTING INSTRUCTIONS

POSTING A JOB

orangecountylivingwage.org/post-a-job

Enter email address as part of first job posting. System will email you to complete account set up so you can login for future postings and to manage your listings.

Complete all fields applicable. If you don't see a job category that suits your listing, please select "Other" and suggest it to Orange County Living Wage as a future addition.

When done, select "Preview" to post the job or "Save Draft" to save it for later posting.

ORANGE COUNTY LIVING WAGE

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Have an account? [Sign in](#) If you don't have an account you can create one below by entering your email address/username. Your account details will be confirmed via email.

Your email

Job Title

Location (optional)

Leave this blank if the location is not important

Job type

Job category

Description

Application email/URL

COMPANY DETAILS

Company name

Website (optional)

Tagline (optional)

Video (optional)

Twitter username (optional)

Logo (optional)
Maximum file size: 800 MB.

[Preview](#) [Save Draft](#)

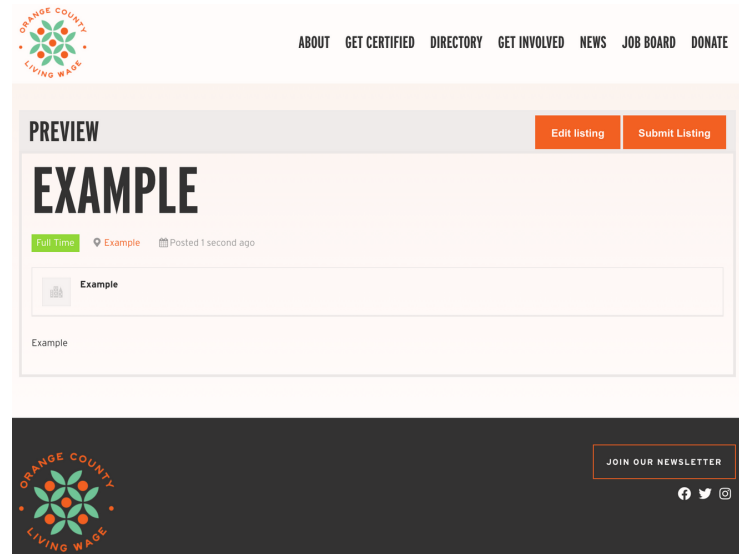


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REVIEW AND SUBMIT

If you select Preview you will be taken to a second screen where you will see the listing for final review before posting. To post, select "Submit Listing" in top right.

The post is now live for 30 days. One day before it expires you will get an email asking if you would like to renew the listing. If not, it will expire. You can repost at a later date.





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LINKS

<https://orangecountylivingwage.org/jobs/>

This is the customer-facing page showing all listings...what we will include on the website.

<https://orangecountylivingwage.org/job-dashboard/>

As long as you are logged in you will see your job listings, both live and expired. You can "relist" or delete the listing from this screen.