



## Employment Opportunities Guide

### To create a position for your organization or program:

1. Go to the Submit Employment Opportunity page by hovering over the Job Board tab then click on Submit Employment Opportunity option.
2. If you have registered for an account sign-in, if you do not have an account, you need to register an account by adding your email address to the line that says Your email.
3. Fill in the sections with the appropriate information. (Many of the sections are required to submit an employment opportunity. Those that are NOT required will say optional.)
4. After filling in all the required sections, click on the Preview button at the bottom of the page.
5. If you are satisfied with what you have entered, then select Submit Listing. If you would like to make changes to your entered text, select the Edit Listing button and change any text that you wish to edit then repeat steps 4 and 5.
6. Once you have submitted your employment opportunity, your registration and post both need to be approved by a CCAoNH employee. Approvals will happen within two business days of submission. Once your registration has been approved. You will get an email confirmation from Child Care Aware of NH using the email [wordpress@nh.childcareaware.org](mailto:wordpress@nh.childcareaware.org). Depending on your email settings, this confirmation email most likely will go into spam, junk or clutter. Use the link given, create a password. Choose a password you will remember.
7. Click on the house icon at the top left of the screen where it says Child Care Aware of NH. This link will take you back to the home page of the Child Care Aware of NH's website; however, you will now be logged into your account to make edits or manage your posts.
8. You will not be able to see your employment opportunity until your registration and post have been approved. Moving forward, once you have registered an account you will only have to wait for your post to be approved.
9. Employment opportunities will be posted for 30 days unless you choose to manage your listings on the Job Dashboard page. After 30 days listings will automatically be removed.

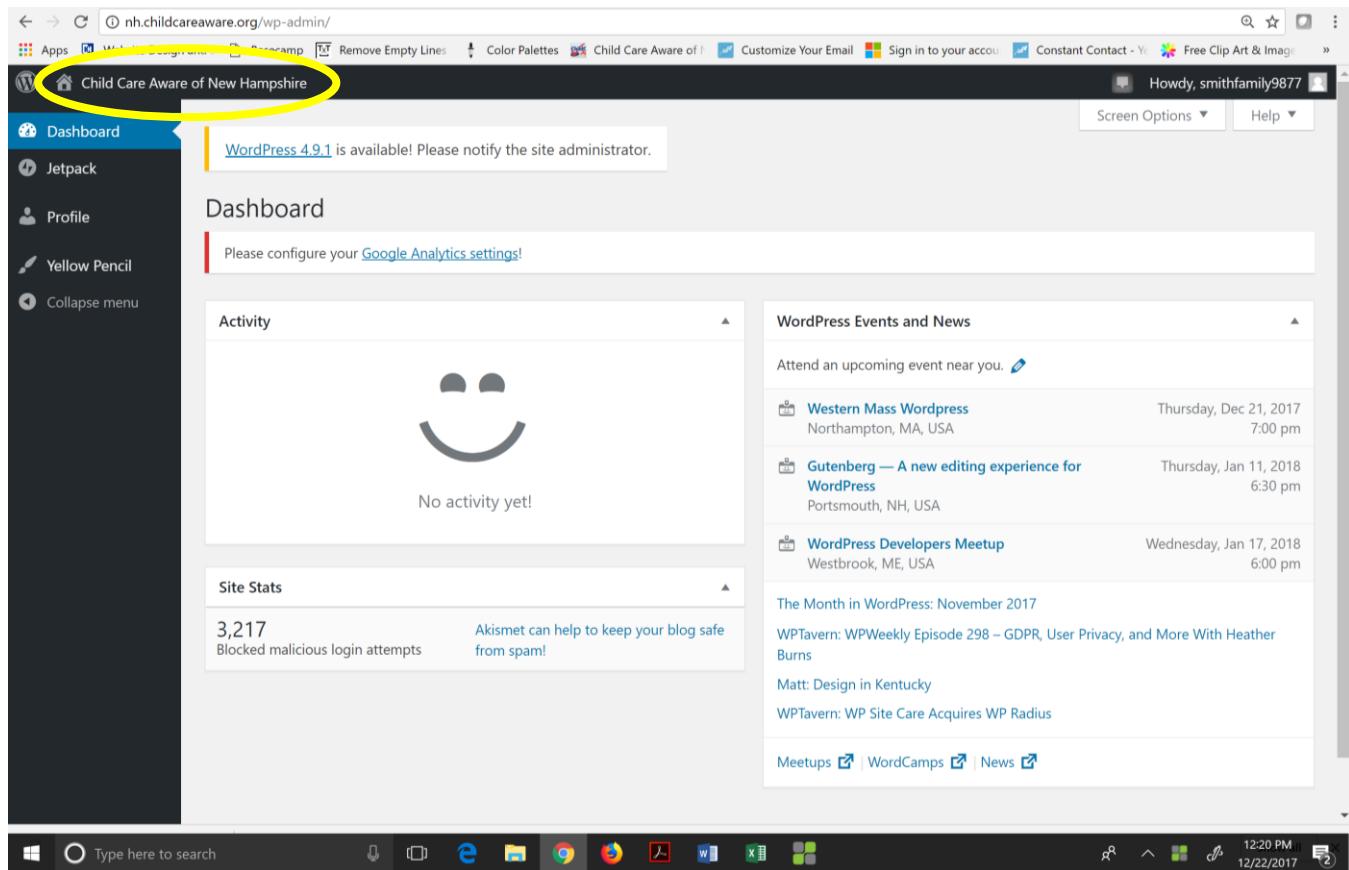
### Managing your Employment Opportunities with the Job Dashboard:

- If you need to manage your listings, you can go to the Job Dashboard by hovering over the Job Board tab and click on the Job Dashboard option. Here you will be able to edit a listing, mark it as filled, duplicate it, or delete it.
- First you will need to sign-in to your account. To sign-in, click the Sign-In button
- To edit a listing select the Edit button below your employment opportunity. Make any changes that you need, then hit the Save button at the bottom of the page and your changes will be saved and applied.
- To mark a listing as filled, select that option. By marking a listing as filled, it means that the position will no longer be visible to prospective employees.
- To duplicate a listing, select that button. Duplicating a position would allow you to recreate a position that may not have been filled within 30 days. It also allows you to easily create a new employment opportunity because the required fields would be auto-filled with your information. You would only have to change information that is different from your previous post.
- To delete an employment opportunity simply hit the delete button and the listing will be erased.

## Searching for Employment Opportunities:

- If you wish to search for an employment opportunity go to the Early Childhood Employment Opportunities page. That page can be found by hovering over the Job Board tab, and click on the Early Childhood Employment Opportunities option.
- You can search using a keyword. By using a comma in between keywords, you can narrow your search. For example: teacher, toddler.
- You can also search for an employment opportunity by a town or city. In addition you can search for an employment opportunity within a radius of a town or city, by adding the number of miles or kilometers you are willing to travel from a location.
- Employment search results can be ordered by distance, title or date posted. Simply use the drop down menu to choose which order you would like employment opportunities to appear.

## If you sign-in to your account and are taken to the editing side of the website:



By registering for an account you are getting limited access to the editing side or backend of our website. This is necessary to allow you to post a position. Please note that you will not be able to make changes to the actual site from this page. If your screen looks like this:

- Click on the house icon at the top left of the screen where it says Child Care Aware of NH. This link will take you back to the home page of the Child Care Aware of NH's website; however, you will now be logged into your account to make edits or manage your posts.

If you are experiencing difficulties or have questions using the Job Dashboard, please email [outreach2ccrr@snhs.org](mailto:outreach2ccrr@snhs.org).