



Employment Opportunities Guide

To create a position for your organization or program:

1. Go to the Submit Employment Opportunities page by hovering over the Job Board tab then click on Submit Employment Opportunity option.
2. If you have an account sign-in, if you do not have an account, you need to create an account by adding your email address to the line that says 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, it needs to be approved by a CCAoNH employee. Approvals will happen within two business days of submission.
7. 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 the Job Dashboard by hovering 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.
- 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 about your current employment opportunity from the 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.