



Create, manage, and enhance your Job Postings in ChamberMaster/GrowthZone

Do more with your **FREE** job postings by creating them by logging into your Chamber member account.

Step 1: Contact the IHCC staff
Michelle@irvinghcc.com to receive your login credentials for the IHCC website.

You will receive a:

Login name: _____

Password: _____

Step 2: Log onto
www.ChamberLogin.com and type in your name and password. Your screen should be like the purple box (top left).

Step 3: Click on the POSTING button along the bottom left side of the page. This should take you to a new screen. This screen shows you the live database of all job postings. From here, you could search for a job just like any person can on the live website.

Step 4: Click on the blue ADD POSTING button along the top right side of the page. This should take you to a new screen (shown at immediate right) of a job posting form to complete.

Step 5: Complete the form. From this administrative view, you may add

bolding, bullets, and other features to the text of the job description. You may also add your own image (**logo, photo**). Simply click on the “Add Image” button (screen example 1) and a pop-up window (screen example 2) will appear. Click on the “Browse” button from this pop-up window to find the image you want to load. Once your image’s file name is shown, click “DONE” and your image will be loaded to this job posting.

Step 6: A IHCC staff member will review your posting and contact you with questions. When the posting is approved, you will receive an email notification. The job posting will then be viewable on **business.irvinghcc.com/jobs/**

Managing Your Job Postings

You may also manage your job postings from this administrative log in. Click the blue MANAGE POSTINGS button. You will see a screen like the one below. along the top right side of the page. Click on a job title to re-review that listing.

Active Dates

Select dates for this item to be run:
NOTE: All dates must be selected at this point, active dates cannot be changed once the Job Posting has been submitted. Job Postings are run on a week by week basis, beginning on Sunday of each week.

Active Dates

-None Selected-

Clear Dates

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3



Search

Logged in as Michelle Mercado
Account Settings

Home Directory Events Reports News Settings

Community

- Hot Deals
- Member To Member Deals
- News Releases
- Job Postings
- MarketSpace
- Social Feed

Job Postings

Add Job Posting Manage Job Postings

Narrow search by: >
Results Found: 6

Sort by: A-Z Category

Job Posting

Dallas County: Human Resources
1201 Elm Street Suite 2300 - B
Dallas, Texas 75270
Juvenile Detention/Residential Officer I

Brief Description: Functions as an entry level Juvenile Detention Officer providing direct supervision to youths in a 24-hour detention facility. Detailed Description: Provides day-to-day direct supervision to youths in a 24-hour detention facility in a manner that ensures the health, safety and welfare of each youth in compliance with departmental policies and procedures and all applicable standards. Provides individual and group counseling to all youths to promote and increase personal awareness of ... more details --
Category: Government

Contact:
Yulonda Fletcher
Email: jobs.jobs@dallascounty.org
Phone: (214) 653-7638

VIEW MAP
VISIT WEBSITE

Don't forget to LOG OUT

To log out of ChamberMaster, click on the Account Settings box at the very TOP RIGHT side of the page. A drop-down box should appear. Click on the log out option at the bottom of the options and you should be taken back to the main log in screen.

