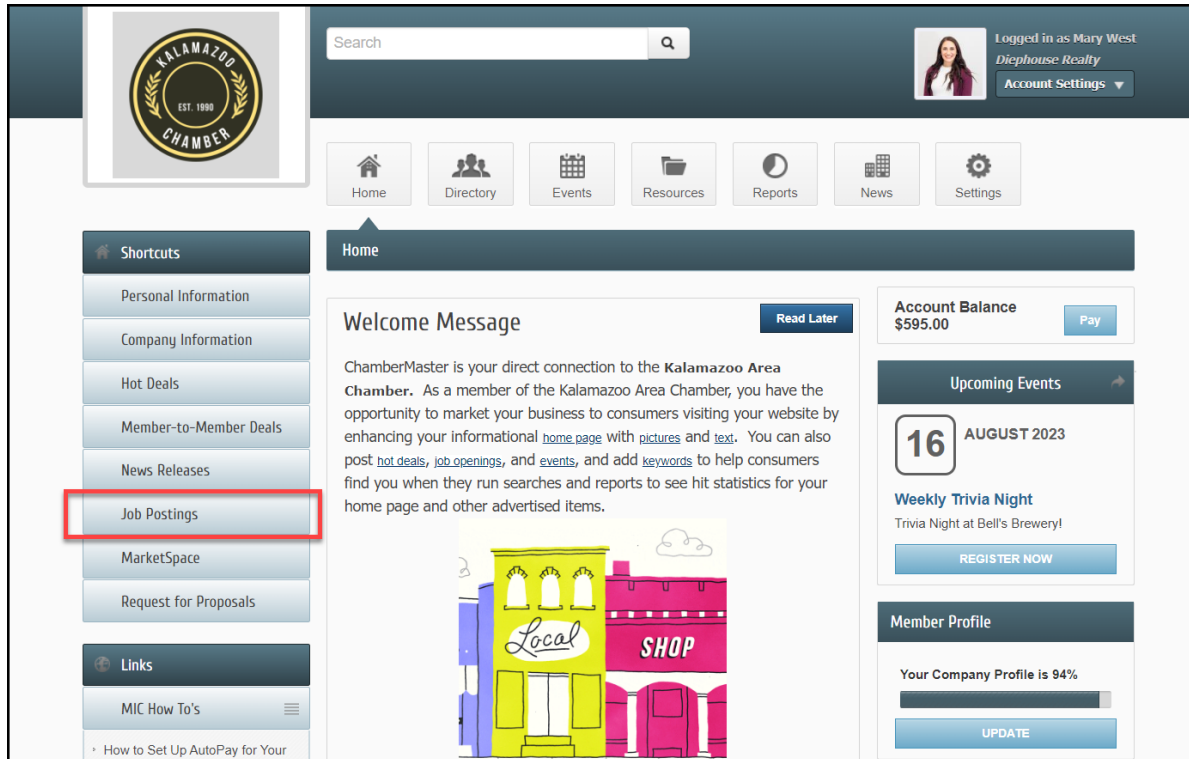
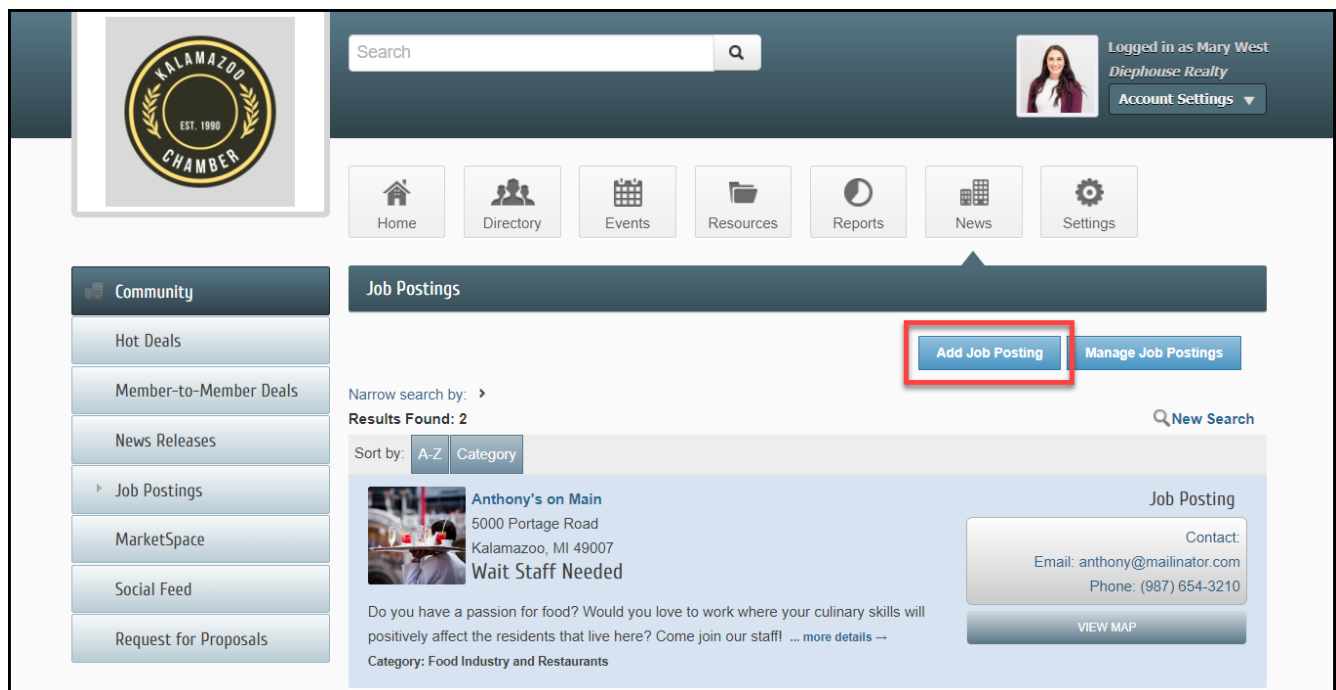


# Submit Job Posting via the MIC For Your Members

1. In the Member Information Center (MIC), select Job Postings in the left-hand panel.



2. Click Add Job Posting.



3. Complete the following information:

- **Title:** Enter a title for the job posting.
- **Description:** include the job posting description.
- **Meta Description:** Enter a 1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max.
- **Displayed Posting Date:** This date is displayed on the Job Posting page to let people know the "age" of the Job Posting.
- **Categories:** Select the category(ies) under which this Job Posting should be.
- **Contact Information:** Enter desired contact information.
- **Active Dates:** select the dates for this Job Posting to be run. Be sure to add all dates at this point as the active dates cannot be changed once the Job posting has been submitted.
- **Image:** add an image for the Job Posting. This image will display in the Job Posting search results.

The screenshot shows a web application interface for creating a job posting. At the top left is the Kalamazoo Chamber logo (EST. 1990). A search bar is located at the top center. On the top right, the user is logged in as Mary West, Diephouse Realty, with an Account Settings dropdown menu. Below the search bar is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a 'Community' sidebar with links for Hot Deals, Member-to-Member Deals, News Releases, Job Postings (selected), MarketSpace, Social Feed, and Request for Proposals. The main content area is titled 'Job Postings - Create' and features a 'Manage Job Postings' button. Under the 'General' section, there is a 'Title:' field and a 'Description:' field with a rich text editor toolbar. The toolbar includes icons for undo, redo, search, bold, italic, underline, strikethrough, link, unlink, list, and table. Below the toolbar are dropdown menus for Styles, Format, Font, and Size.

4. Click **Purchase**. The Job Posting will be submitted to your organization for approval.

Active Dates

8/13/2023 - 8/19/2023  
8/20/2023 - 8/26/2023  
8/27/2023 - 9/2/2023

**Clear Dates**

August 2023

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	31	1	2

Image

Image Not Assigned

**Add Image**

**Save as Draft** **Cancel** **Purchase**

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