CAPITAL REGION CHAMBER

CHAMBER HOW-TO

Post Open Position to the Chamber's Job Bank

- Log into Info Hub
- Once logged in, select "Jobs" from the menu on the left side of the page
- On the next page, select "Add" to post the open position
- Complete the form, then select "submit"

Please note the following:

- Contact is your name, this will allow you to edit the post
- Posted by is the organization's name, this will be displayed publicly
- Include a link or contact information so applicants can apply

All jobs are approved within two business days and will appear on capitalregionchamber.com after approval.

For more information, please contact Jenn Sims by calling 518.431.1418 or email jsims@capitalregionchamber.com.