



# How-to: Job & Volunteer Posting

## Required for All Posts:

- Salary range must be included for job postings
- “Publish end date” field must be completed
- A link or contact information for applications to be submitted must be included

## Instructions for Posting:

- [Click here to log into Info Hub, or create your account](#)
- After logging in, select “Jobs” from the left side menu
- On the next page, select “Add” to post open position
- Complete the form, then select “Submit”

## Please Note:

- “Contact” field is your name; this will allow you to edit the post
- “Posted by” field is the organization’s name; this will be displayed publicly

***All complete job and volunteer postings are approved within two business days, and will appear at [members.capitalregionchamber.com/jobs](https://members.capitalregionchamber.com/jobs)***

***For more information, please contact Jenn Sims at 518.431.1418 or [jsims@capitalregionchamber.com](mailto:jsims@capitalregionchamber.com)***