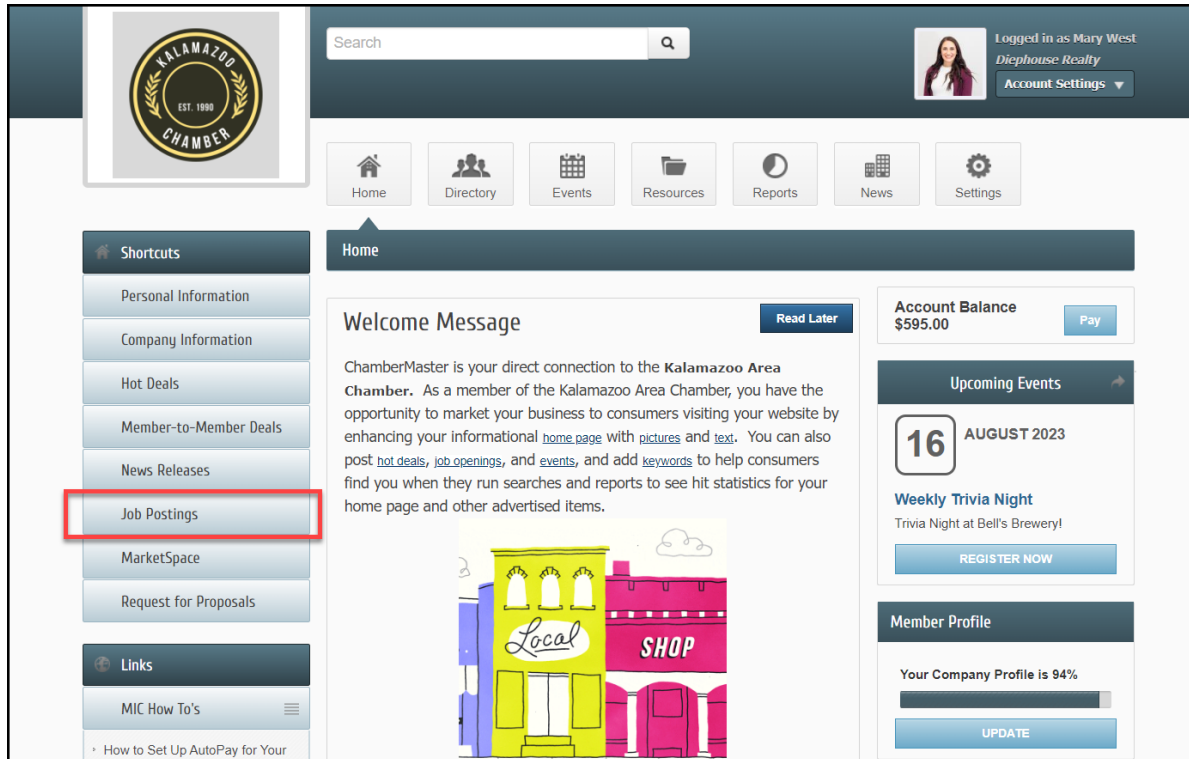
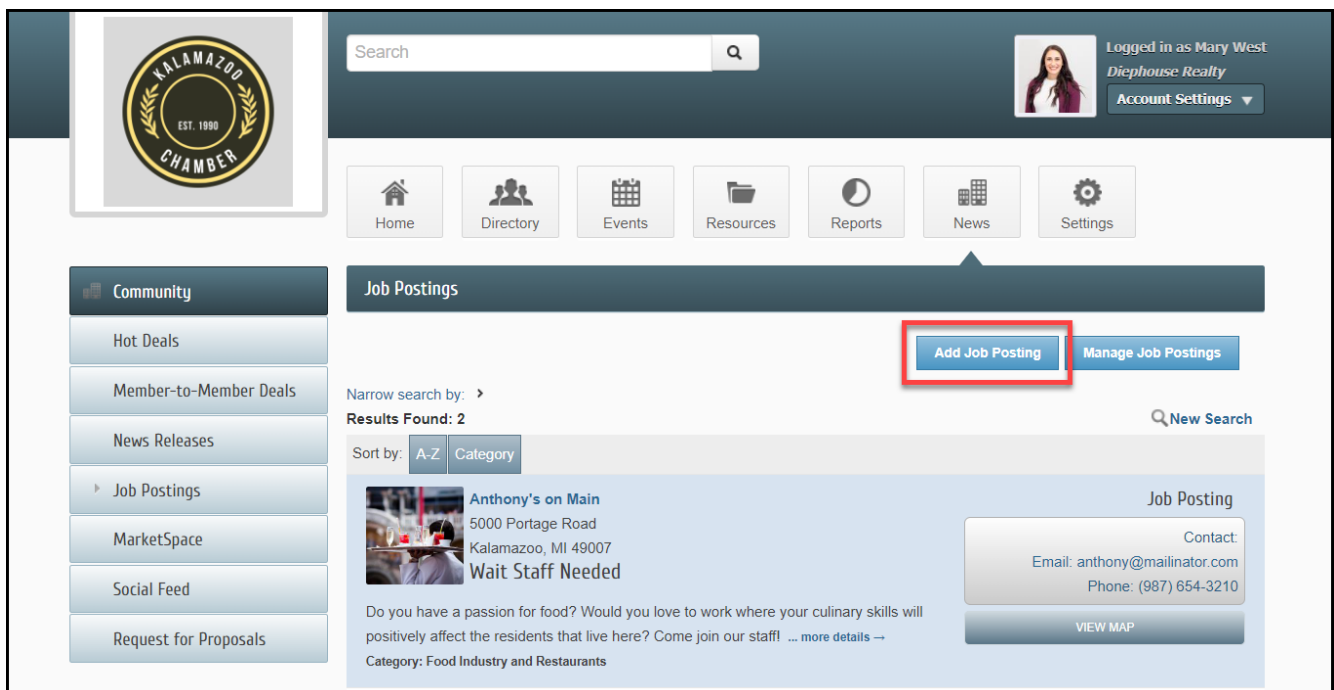


# Submit Job Posting via the MIC For Your Members

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 under which this Job Posting should be organized
- **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 displays the 'Job Postings - Create' interface. At the top left is the Kalamazoo Chamber logo. The header includes a search bar and a user profile for 'Mary West' from 'Diephouse Realty' with an 'Account Settings' dropdown. A navigation bar contains icons for Home, Directory, Events, Resources, Reports, News, and Settings. A left sidebar lists 'Community' options: Hot Deals, Member-to-Member Deals, News Releases, Job Postings, MarketSpace, Social Feed, and Request for Proposals. The main content area is titled 'Job Postings - Create' and features a 'Manage Job Postings' button. Below this is a 'General' section with a 'Title' input field and a 'Description' field with a rich text editor toolbar containing options for bold, italic, underline, strikethrough, font color, background color, text color, font size, text alignment, list creation, link insertion, and image insertion.

4. Click **Purchase**. The Job Posting will be submitted to your organization for approval.  
**Note:** If your organization does not charge for Job Postings, this button will display **Submit for Approval**.

The screenshot shows a web interface for creating a job posting. It includes a calendar for August 2023, a date range selector with three options and a 'Clear Dates' button, an image upload area with an 'Add Image' button, and a bottom bar with 'Save as Draft', 'Cancel', and 'Purchase' buttons. The 'Purchase' button is highlighted with a red box.

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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