

## How to Post a Job Ad on CharityVillage.com

This tutorial is also available online at:

<http://www.charityvillage.com/cv/tutorial/tour.html>


If you need help or have additional questions, call us at 1-800-610-8134 or email [careers@charityvillage.com](mailto:careers@charityvillage.com).

For faster posting, have your job ad prepared before you login to your account. Then simply copy and paste the information from your word processing program into the posting form.

\*Please note: If you haven't yet registered to advertise, please see our tutorial about how to register at:

<http://www.charityvillage.com/cv/faq/RegistrationTutorial.pdf>

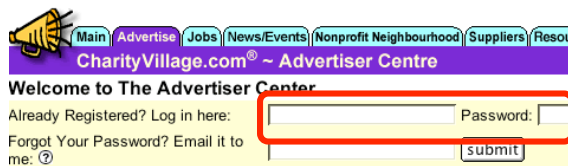
### Login to your account



**Registered Users:**  
What's this? Do you have an account?  
Username:   
Password:   
 Remember   
[Forgot your password?](#)  
Not registered yet? [Register to advertise](#)  
[Register for e-mail alerts](#)

From Main Street, login to your Advertiser account by entering your Username and Password in the Registered Users box.

Once you have entered your Username and Password, click the "Log-in" button



[Main](#) [Advertise](#) [Jobs](#) [News/Events](#) [Nonprofit Neighbourhood](#) [Suppliers](#) [Resou](#)  
CharityVillage.com® ~ Advertiser Centre  
Welcome to The Advertiser Center  
Already Registered? Log in here:  Password:   
Forgot Your Password? Email it to me:

Or, from the Advertiser Centre Main page, enter your Username and Password, then click the "Log-in" button.

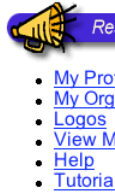
- Helpful Hints:
- ❖ Forgot your password? Enter your email address from the Advertiser Centre Main page, then click the "Submit" button. We'll email the password to you.
  - ❖ To save your username and password, check the "Remember" box in the login section on Main St.

# My Desk

My Desk  
Welcome, Pebbles Mena.



My Desk navigation menu with a yellow megaphone icon and a blue 'Listings' button. The menu items are: [Post a Job Ad](#) (highlighted with a red box), [Post a Volunteer Listing](#), [Post an Event](#), [Manage My Listings](#) (with a question mark icon), and [Pending Ads in My Basket](#) (with a question mark icon). Below the menu, it shows '0 incomplete' and '0 pending submission'.



My Desk navigation menu with a yellow megaphone icon and a blue 'Re' button. The menu items are: [My Profile](#), [My Org](#), [Logos](#), [View My Profile](#), [Help](#), and [Tutorials](#).

From the My Desk screen, click the "Post a Job Ad" link.

This screen is also your starting place for managing your listings, adding logos and reviewing your profile.

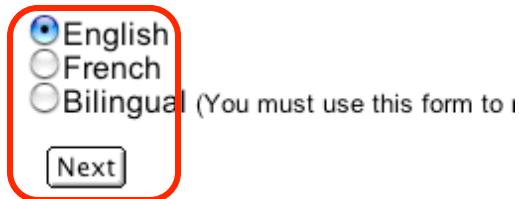
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## Step 1 – Post a New Ad

### Post A New Ad - Step 1 of 5

Please note: For security reasons, if your information is possible, please have your information ready.

Post a new job ad in:



Language selection form with three radio buttons:  English,  French, and  Bilingual (You must use this form to post a bilingual ad). A 'Next' button is located below the options. The entire form is enclosed in a red box.



Choose a language for your ad then click the "Next" button.

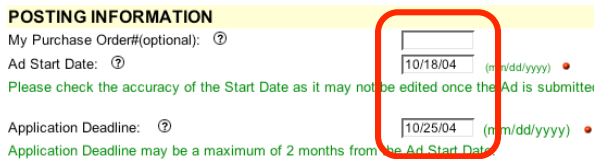
To receive the second language discount for a bilingual ad, you must select the **Bilingual** option and use the bilingual form.

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## Step 2 – Job Listing Information


Job Listing Information - Step 2 of 5

Questions? Click  beside any field for help.  
Required fields are marked with a .



Job Listing Information form with a yellow header. Fields include: 'My Purchase Order#(optional):' with a question mark icon; 'Ad Start Date:' with a question mark icon, a date input field containing '10/18/04', and a red dot icon; 'Application Deadline:' with a question mark icon, a date input field containing '10/25/04', and a red dot icon. A red box highlights the date input fields.

Enter the details of your job ad.


Required fields are marked with a red dot: 

Enter a purchase order number if you need one for your own records.

Enter a **Start Date** for your ad; this is the date the ad will appear publicly on the CharityVillage website.

Enter a **Deadline** date for applications; this will also be the last date the ad will be visible on CharityVillage.com.

Helpful Hint:

❖ If you have any questions while you are posting your Job ad, click the question mark icon  beside any field for help.

## Add a Logo

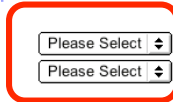
### Add / Select Your Logo

(United Way logo is automatically displayed for member organizations.)

1. [Add Logos to your Logo list](#) (optional):
2. [Update My Logo List](#)(only if you have added new logo):
3. Select your logo below:

Logo 1:

Logo 2:



If you have added logos to your logo library, use the pull down menus to select one or two logos for your ad.

If you have no logos added yet, and would like to include one, click the "Add Logos to your Logo List" link.

## Job Information

### JOB INFORMATION - Step 2 of 5

Display Employer Name on Ad?:

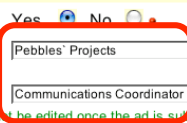
If you wish to run an anonymous ad, click on "No" above.

Employer Name:

Agencies - Insert client name.

Job Title:

Please double check the accuracy of the job title as it may not be edited once the ad is submitted.



The name of your organization will automatically appear in the **Employer Name** field.

Enter the **Job Title** for the position you are advertising.

### Helpful Hints:


- ❖ If you are an agency that posts Job ads on behalf of other organizations, enter your client organization's name.
- ❖ To run an anonymous ad, leave the "Employer Name" field blank, or select the "No" radio button beside the "Display Employer name on Ad?"
- ❖ Be sure to double check the accuracy of the **Job Title**, you will not be able to edit this field once the ad has been submitted.

## Position Type and Job Category

Position Type:

Job Category:

To select multiple items use: CTRL + click for PCs and CMD + click for Macs.



From the drop down menu select the **Position Type** (full time, contract, RFP, etc.).

You may select up to four different categories from the **Job Category** menu. To select multiple categories, hold down the CTRL key while clicking (Mac users hold down the CMD (Apple) key).

## Job Region and Location

Region: ?

To select multiple regions use: CTRL + click for PCs and CMD + click for Mac  
Selecting Flexible will de-select all regions  
If the region is outside of Canada, please select "International" and include

AB - Edmon  
AB - Other  
BC - Vancou  
BC - Victori  
Downtown Vanc

[View map of](#)  
[View map of](#)  
Downtown Vanc

Job Location (City/Town/Neighbourhood):

Save to my basket

Select the region where the job will be located.

If appropriate for your listing, select multiple **Regions**. Hold down the CTRL key while clicking for PCs; for Mac users hold down the CMD (Apple) key.

In the **Job Location** field, enter a specific city, town or neighbourhood for additional clarification.

### Helpful Hints:

- ❖ When selecting multiple regions for your Job ad, all regions will be de-selected if you select "**Flexible**."
- ❖ If the Job ad you are posting is outside of Canada, select "**International**" as the **Region**, then enter the specific country and/or city in the **Job Location** field.

International and include reg

[View map of BC](#)

[View map of On](#)

Downtown Vanc

Save to my basket

Be sure to click the "**Save to My Basket**" button to avoid losing data because of a system time out or power failure.

**Please note:** For security reasons, if your account is inactive for more than 20 minutes, you will have to log-in again. Remember to save to your basket regularly!

# Job Listing Description

## LISTING DESCRIPTION:

Enter your entire job description in the first box below, or use the [Formatting Tips](#)

Introductory Text: •

This box accepts HTML characters (For a new line press the Enter key)

Pebbles' Projects is a daschound rescue shelter.

We need a Communications Coordinator to raise our profile in the community

Responsibilities:

Formats as bulleted list. For a new bullet point press the Enter key

Work with the Executive Director to identify appropriate avenues of communications  
Coordinate Communications projects such as publication of dog training books, creation of company brochures, development of website  
Responsible for sending out RFPs to prospective contractors, hire contractors and coordinate their activities

Qualifications:

Formats as bulleted list. For a new bullet point press the Enter key

Must like dogs, especially daschounds  
University degree in a related field  
Experience working for non-profits  
Some project management experience an asset

Enter all of the Job description including the **Responsibilities** required for the position and the **Qualifications** you'd like applicants to have.

The **Introductory Text** box accepts HTML or plain text. For a new line or paragraph, press the Enter or Return key on your keyboard.

The **Responsibilities** and **Qualifications** boxes will automatically format your list into bullet points. Hit the Enter key on PCs or the Return key on Macs at the end of each line to create a bulleted list.

**\*DO NOT** include your own bullets in the Responsibilities and Qualifications boxes. Our system will add them automatically at the beginning of each line.

### Helpful Hints:

- ❖ For fastest posting, paste the entire body of your job description in the "Introductory Text" box and skip the Responsibilities and Qualifications sections.
- ❖ To ensure you attract the best suited candidates, include as much information as possible about your organization, the **Responsibilities** of the job and the **Qualifications** you require.

### Common Mistakes:

- ❖ **Typos are one of the most common mistakes** when posting a Job ad. Be sure to double-check the spelling of your organization name, website address and all other information you enter in the posting form.

## Additional Information

Additional Text:  
This box accepts HTML characters (For a new line press the Enter or Return key.)

This is a one year contract position, subject for renewal at the end of one year.

e.g. For a full copy of the job description, visit: `<a href="http://www.cuso.org">www.cuso.org</a>`

Only candidates to be interviewed will be contacted.

**Accepts HTML**

Years of Experience: 1-3

Compensation Type: Salary

Applicants should quote Job#

Save to my basket

Add any additional text about your organization or the position in the **Additional Text** box.

Add the number of **Years of Experience** you'd like applicants to have.

Select a **Compensation Type** from the pull down menu (for example, "Salary"). If you pick a type, you must also enter an amount or range (eg. \$21/hour or \$45,000 – \$56,000).

Don't forget to click "**Save to my basket.**"

- Helpful Hint:
- ❖ We encourage all advertisers to include **Compensation** information. It helps Job Seekers self-select and can save you time weeding through inappropriate resumes. Salary information is the most requested item that candidates see missing.

## Public Contact Information

### PUBLIC CONTACT INFORMATION:

To change default contact, please edit your profile

Contact By:



To select multiple items use: CTRL + click for PCs and CMD + click for Macs

First Name:

Pebbles

Last Name:

Mena

Job Title:

Pebbles' Projects

Organization Name:

If anonymous, remove organization name.

Address:

1 Flintstone Street

Address 2:

Vancouver

Town/City:

Province/State:

British Columbia

Postal/Zip Code:

V6E 2E2

Country:

Canada

Area Code-Telephone Number-Ext:

604 899947

Enter only numbers

Fax Area Code-Fax Number:

Enter only numbers

Email Address:

pebblesmena@petbl

Include My Web URL:

http://pebbles.c

Select the methods by which applicants should contact you to apply. To select more than one option, hold down the CTRL key while clicking for PCs; for Mac users hold down the CMD (Apple) key.

If you have saved default Public Contact Information in your user profile, it will be entered automatically for you. You may change the information in any field.

When entering your phone and fax numbers use numbers only and leave out the dash. For example: enter 2221234, not 222-1234.

Once you have filled in the form, save the information one more time. Then click the "Next" button to preview your Job ad.

### Helpful Hint:

- ❖ You can enter only one web site address in the website URL field and one email address in the e-mail field. If you would like applicants to view more than one website or e-mail, you can include the additional addresses in the **Additional Text** box.

### Common Mistakes:

- ❖ **Double check all of your contact information**; especially email addresses and fax numbers. We want to make sure you receive all of the applications from interested candidates.

## Step 3 – Preview

Job Listing Information - Step 3 of 5

**Pebbles' Projects**

**Communications Coordinator**

**Position Type:** Full Time

**Job Region:** BC - Vancouver & Lower Mainland

**Location(s):** Downtown Vancouver

**Years Experience:** 1-3

Pebbles' Projects is a daschound rescue shelter.

We need a Communications Coordinator to raise our profile in the community

**Responsibilities:**

- Work with the Executive Director to identify appropriate avenues of communications
- Coordinate Communications projects such as publication of dog training books, creation of company brochures, devel of website
- Responsible for sending out RFPs to prospective contractors, hire contractors and coordinate their activities

**Qualifications:**

- Must like dogs, especially daschounds
- University degree in a related field
- Experience working for non-profits
- Some project management experience an asset

This is a one year contract position, subject for renewal at the end of one year.

**Compensation Type:** Salary

**Amount:** \$35,000 to \$38,000

**Job Contact Information**  
Pebbles Mena

**Date Ad Posted:** 10/  
**Application Deadline:** 1/

**Contact by:**  
Phone:

Preview your Job ad.

This is how the ad will appear when it is live on the CharityVillage site.

If it looks okay, click the **"Next"** button at the bottom of the page.

To make changes click the **"Back"** button to return to the posting form.

## Step 4 – My Basket

My Basket - Step 4 of 5

Instructions: To edit a listing, click  beside your listing below.  
To delete a listing, click  beside your job below.  
You don't have any incomplete items in your basket.

**Complete Listings (that have NOT been submitted) **

Please review your order and click "Place My Order" to proceed.  
Please check that your listing appears only once below and delete any duplicates.


Type	Listing Title	Tracking#	Price CAD
Job	Communications Coordinator	CC-21774	\$217.00
			This Order Total: \$217.00
			GST/HST will be added for

This is not an invoice. If you are using a paid service, you will receive one by mail shortly.

[Post another Job Ad](#)

[Post another Volunteer Listing](#) [Pos](#)

Review the order in your basket.

To make changes to your Job ad, click the **"Edit"** () button.

To add another listing to your order, click the **"Post another Job ad"** link.

To submit your order for approval and posting, click the **"Place Order"** button.

**Please Note:** You must click the **"Place Order"** button to complete the posting process.

## Step 5 – Order Confirmation

Order Confirmation - Step 5 of 5

Organization Name: Pebbles' Projects  
Order Submitted By: Pebbles Mena

Thank you for your order. Your Order number is: 24057  
You may want to print a copy of this order for your file.

Listing Type	Listing Title	Tracking #	Price
Job	Communications Coordinator	CC-21771	\$217.00 CAD Total: \$217.00

This is an order confirmation. You will not be charged for Volunteer Listing or Event Submissions. You will receive an e-listing has been approved.

We are always looking for feedback from our clients and encourage you to contact us with any comments or concerns you may have today?

No  
 Yes

Here are the details of your order. We will also send an email confirmation message to the email address in your user profile.

You will receive another email message once your Job ad has been approved and is live on the site. All ads are approved within one business day (and usually much sooner).

**Please Note:** If you do not receive any email confirmation messages or do not see your ad on our site when you have scheduled it to appear, please call us immediately at 1-800-610-8134.

You will receive an invoice by mail.

If you had any trouble while posting your Job ad, call us for help at 1-800-610-8134. If you would like to share any additional feedback with us, click "Yes" at the bottom of the page, click the "Submit" button, then fill in the form provided.

Was this tutorial helpful? If you would like to share any suggestions or feedback about this tutorial, please send us an email to [melanie@charityvillage.com](mailto:melanie@charityvillage.com)

Find more tutorials online at:

<http://www.charityvillage.com/cv/tutorial/tour.html>