

## GNPC: How to post a job on the upgraded website

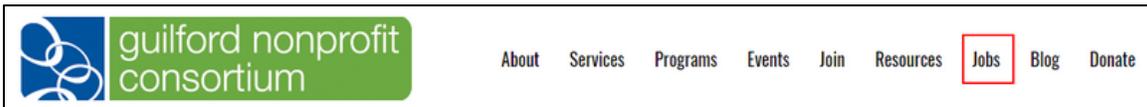
This guide is for “employers” to post jobs on the upgraded GNPC website. Employers must belong to GNPC member organizations or consultants.

### Please note:

1. All jobs have been deleted from the prior site.
2. To post a job, you must register as an employer and be approved by GNPC.
3. Once registered, you can add, edit or remove job postings.

### How to register as an employer

1. Go to the GNPC website (<https://guilfordnonprofits.org>) and click the JOBS link in the menu.



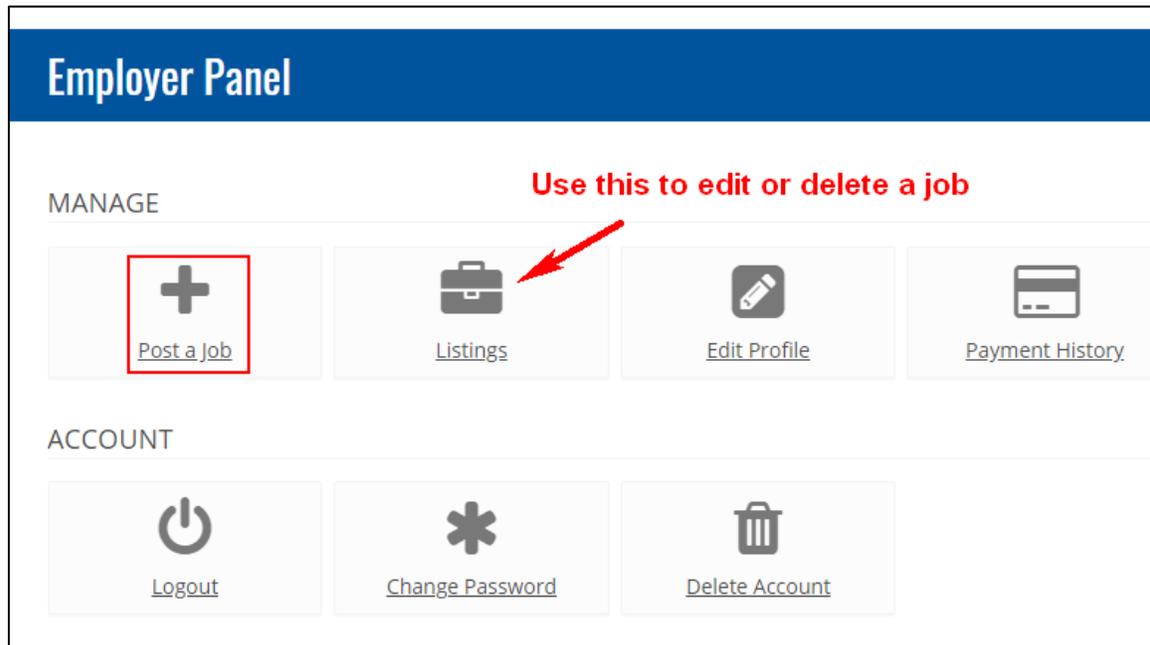
2. You are offered two choices: REGISTER or POST. Choose REGISTER. (This is a one-time registration.)
3. On the registration page, choose your username (a special email address) and password and complete the company information.

**NOTE: To be an “employer,” you must choose an email address that is NOT the same as the email used to create your organization’s account with GNPC or it will be rejected. See below for details and suggestions.**

4. You can upload your organization’s logo and you can return later to update information if you don’t have it ready when you register.

## The Employer Panel

After registering, your browser is moved to the **Employer Panel**. This is the “home” page for employers after they log in. “Employer” is a special role on the GNPC website.



1. Choose the “**post a job**” to add a new job or using the links to perform other tasks.
2. Use “**Listings**” to see, edit or delete one of your existing jobs.
3. Use “**Edit Profile**” to change your company’s description.
4. Use the other tools for account management.
5. There are NO payments on the GNPC jobs board. You can ignore that link.

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## Why must employers have unique email addresses?

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**Employer is a special role that must have a UNIQUE email address that is different from your membership email.** We *strongly* encourage you to create an email address like “**jobs@yourorganization.org**” or use a special Gmail address that is *not your business email address* to post jobs. This is done for website and job-post security.

When creating an email like “jobs,” it can be an alias to your regular email. Your IT firm can help you create an alias if you don’t know how.