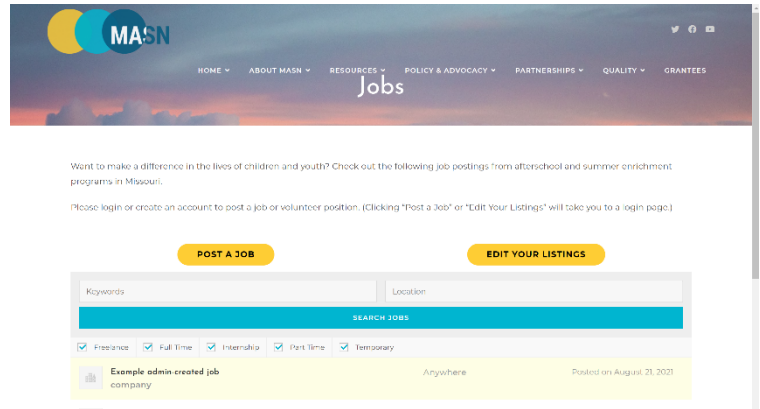




## MASN Website Job Board

### Post your open positions!

1. Go to [www.moafterschool.org/jobs/](http://www.moafterschool.org/jobs/)
2. Click the POST A JOB button to be taken to the Post a Job page.
3. If you don't have an account, your username will be created when you type in your email in the 'Your email' field. An email with a link to set a password will be sent to that address (see step 5).



4. Job Title, Job type, Description, Application email/URL, and Company name are mandatory fields.
  - a. You can click on multiple tags from the list in 'Job type' to designate your listing as full-time, part-time, etc.
  - b. Application email or URL can link to either a contact person's email, or a URL to a LinkedIn/Indeed page.
5. Click PREVIEW to see what your listing looks like. You can continue editing the listing by clicking EDIT LISTING, or click SAVE DRAFT to save your job without submitting it yet. Click PREVIEW → SUBMIT LISTING once you are ready to submit the listing for admin approval.
6. Go to your email inbox and find the email with the subject line "[Missouri AfterSchool Network] Login Details". Click the link and follow the instructions to set a password.
  - a. Your WordPress account has been created within the MASN website. Signed-in users can post jobs (POST A JOB button) or edit/delete existing job listings (EDIT YOUR LISTINGS button).

A video of a first-time user creating an account and posting a job can be found here:

<https://drive.google.com/file/d/1j1yQ2Aulf1vgYTUD4DSEznWsbGMjx3Kr/view>

This video shows how to edit/delete an existing job listing:

<https://drive.google.com/file/d/1spg2rmZKJgL91G9taZW6BeIMwF87YW0H/view>

MASN will try to review the Job Board weekly to approve job listings. If you notice that your job has not been approved more than a week after submitting it, please e-mail [foulkest@missouri.edu](mailto:foulkest@missouri.edu).