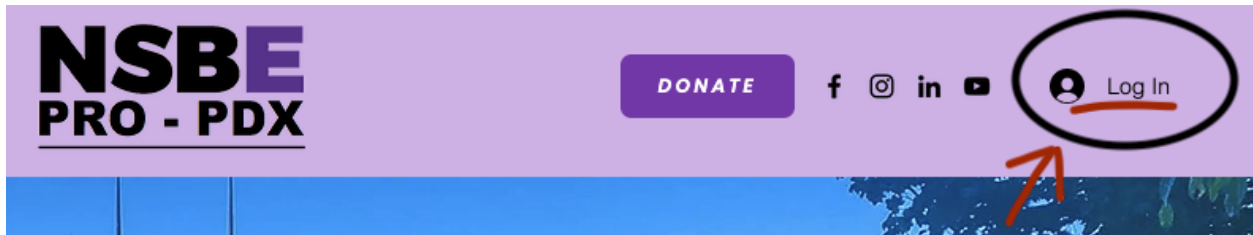


How to Post a Job

4.7.21

To post a job to our [NSBE PRO-PDX](#) job board, please follow the steps below.

1. Sign up for an account.
 - a. Click “Log In” in the top right corner of the www.nsbepropdx.com website.




- b. Log in with Facebook, Google, or an email address. (If you choose to sign up with Facebook or Google, follow the prompts in their log in process. Alternatively, if you already have an account click the “Log In” link to sign up.)

Sign Up

Already a member? [Log In](#)

 Sign up with Facebook

 Sign up with Google

or

Sign up with email

Join this site's community. [Read more](#)

2. Once you have set up a NSBE account, navigate to the “Jobs” page from the top left menu. When you have hovered over the word “Jobs”, you will see a drop down selection that says “Post a Job” - select this page.

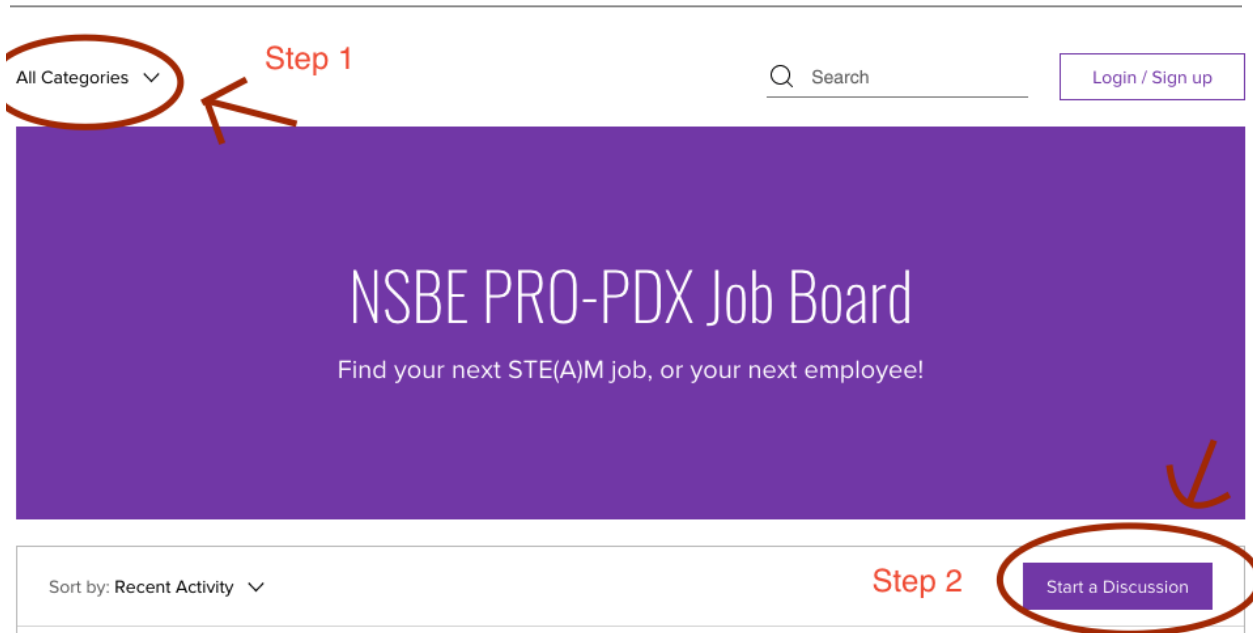
The screenshot shows the NSBE Pro - PDX website header with navigation links: Involved, Sponsorship, Media, Events, Our Team. The NSBE PRO - PDX logo is centered, with a DONATE button and social media icons (Facebook, Instagram, LinkedIn, YouTube) to the right. Below the header are two job posting options:

Option	Price	Frequency	Duration	Benefit
Free	\$0	One-time	Valid for one month	Just getting started? Try us out for FREE!
Featured	\$10	Every month	Valid for one month	Your featured job will be posted at the top of the job board

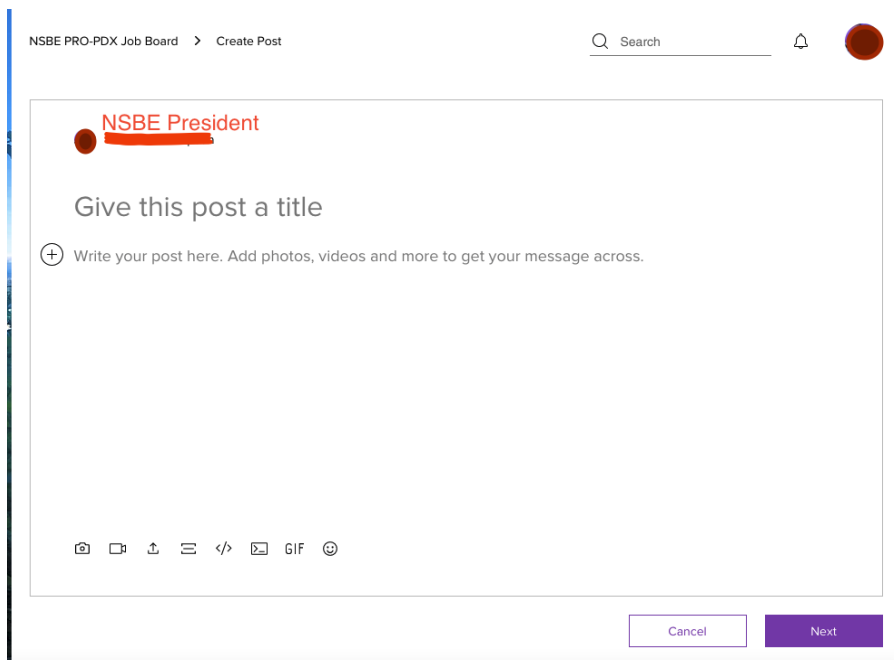
Want FREE Featured Postings?

3. Select which membership plan you would like to sign up for and follow the checkout menu prompts.

4. Once you have completed the checkout process, you should have received a confirmation email with information about your plan. Inside the site, you can continue onto the main “Jobs” board page from the site navigation menu.



5. In “Jobs”, you can post directly to the main job board page, or you can select a category to correspond with the type of job you are sharing. Once you have selected the appropriate category, click the “Start a Discussion” button. From there, you can add the content for your job posting.





6. Select which job category you would like your job to be nested under.

Select a Category

Where would you like to publish your post?

- Engineering & IT
- Natural Sciences
- Customer Success/Support
- Finance & Accounting
- Human Resources

Cancel

Publish

7. Click “Publish” to finalize listing your job on the NSBE Pro-PDX site. You will be automatically redirected to your new job post once you click the “Publish” button

8. If you need to access your posted jobs again, click on your account avatar in the top right corner of the page and select “My Account” from the drop down menu.

9. Click on “Job Posts” from your account page to view/edit any live posts.