



# Posting to the Chamber Job Board

Visit the Wichita Falls Chamber Job Board at [www.wichitafallschamber.com/jobs/](http://www.wichitafallschamber.com/jobs/)

1. Select "Submit A Job" to redirect to the submission form.

940.723.2741 | info@wichitafallschamber.com | f | t | i

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## JOBS BOARD

**SUBMIT A JOB**

JOBS DASHBOARD

Keywords: \_\_\_\_\_ Location: \_\_\_\_\_

Choose a category...

Search Jobs

Filter by tag: #taxpreparation | clerical | maintenance | taking care of the customer | stocking | cleaning | insurance

Contract (1099) |  Freelance |  Full Time |  Other |  Part Time |  Temporary

2. Select "Sign In" before moving forward with completing the form. If you do not have an account, simply inputting your email address where it says "Your Email" will prompt the system to create one for you upon submission of the job opening.

Note: Be sure to confirm registration via email from [Wordpress@wichitafallschamber.com](mailto:Wordpress@wichitafallschamber.com) to set up your password. This is how you can view drafts and edit your listings in the future using the "Job Dashboard" on the main job board page.

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## SUBMIT A JOB

Have an account? **Sign In** If you don't have an account you can create one below by entering your email address/username. Your account details will be confirmed via email.

Your email **←→** you@yourdomain.com

Job Title \_\_\_\_\_

Location (optional) e.g. "London" \_\_\_\_\_  
Leave this blank if the location is not important

Job type

Job category Choose a category...



3. Enter your login information if you already have an account and select "Log In."

Note: If you have an account and you do not sign in prior to submitting your job, it will lose your progress and you will have to restart.

WordPress logo

Username or Email Address  
Example@Email.com

Password  
Password

Remember Me **Log In**

[Lost your password?](#)

[← Back to Wichita Falls Chamber](#)

4. Complete your job description by filling in each required field.

Job Title	<input type="text" value="The Position Your Hiring"/>
Location (optional)	<input type="text" value="e.g. 'London' City, State"/> <small>Leave this blank if the location is not important</small>
Job type	<input type="text" value="Full Time Employment Status"/>
Job category	<input type="text" value="Choose a category..."/>
Job tags (optional)	<input type="text" value="e.g. PHP, Social Media, Management"/> <small>Comma separate tags, such as required skills or technologies, for this job.</small>



Description

**B I** [List Icons] [Link Icon] [Unlink Icon] [Undo Icon] [Redo Icon]

Include information such as: position description, organization overview, key activities, responsibilities and duties, preferred and required qualifications, salary and benefits, application deadline and instructions.

Application email/URL  Enter an email address or website URL **Website or email address where someone can apply.**

Closing date (optional)  **Deadline for applications, if applicable.**  
Deadline for new applicants. The listing will end automatically after this date.

### Company Details

Company name  Enter the name of the company **Company Name**

Website (optional)  http:// **Company Website**

Tagline (optional)  Briefly describe your company **Company Motto**

Video (optional)  A link to a video about your company **Brief Video Overview of Company**

Twitter username (optional)  @yourcompany **Twitter Handle**

Logo (optional)  No file chosen **Company Logo – Highly Recommended to Include**  
Maximum file size: 1 GB.

5. Once completed, select "Preview."

Logo (optional)  No file chosen  
Maximum file size: 1 GB.

6. Review your completed description and select "Submit Listing" if satisfied. If changes are necessary, select "Edit Listing" and repeat steps 5 and 6.

## SUBMIT A JOB

Preview

**EXAMPLE**

**Full Time** Example, Example Posted 1 min ago

**Example Company**  
Example Tagline

Example Job Description



7. Once completed, you will receive the below message to confirm that your job opening has been submitted. Once approved by the Wichita Falls Chamber, you will find it on the Chamber Job Board. Requests for changes or removal from the job board can be sent to [Maria@wichitafallschamber.com](mailto:Maria@wichitafallschamber.com).

## SUBMIT A JOB

✓ Job submitted successfully. Your listing will be visible once approved.