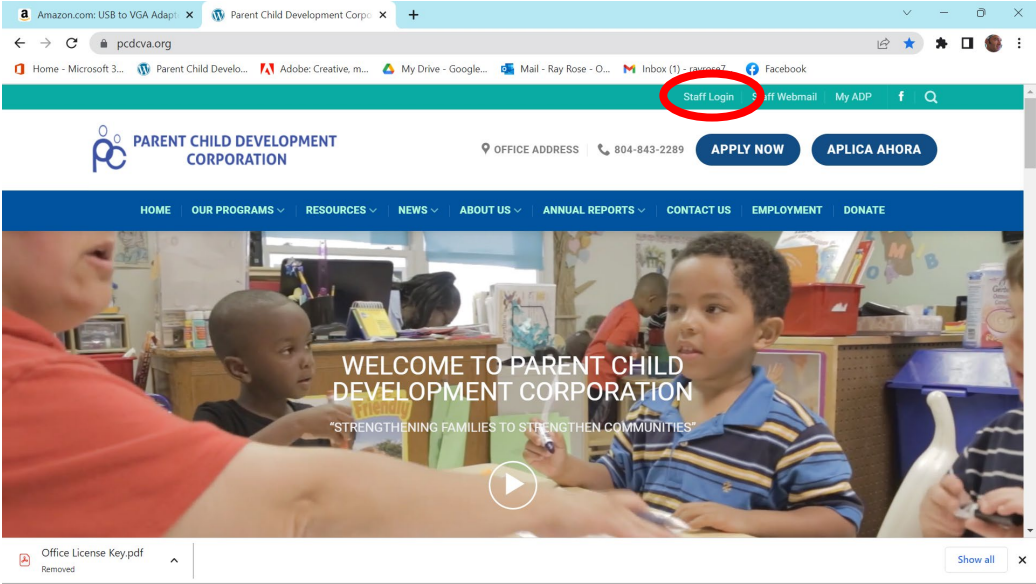
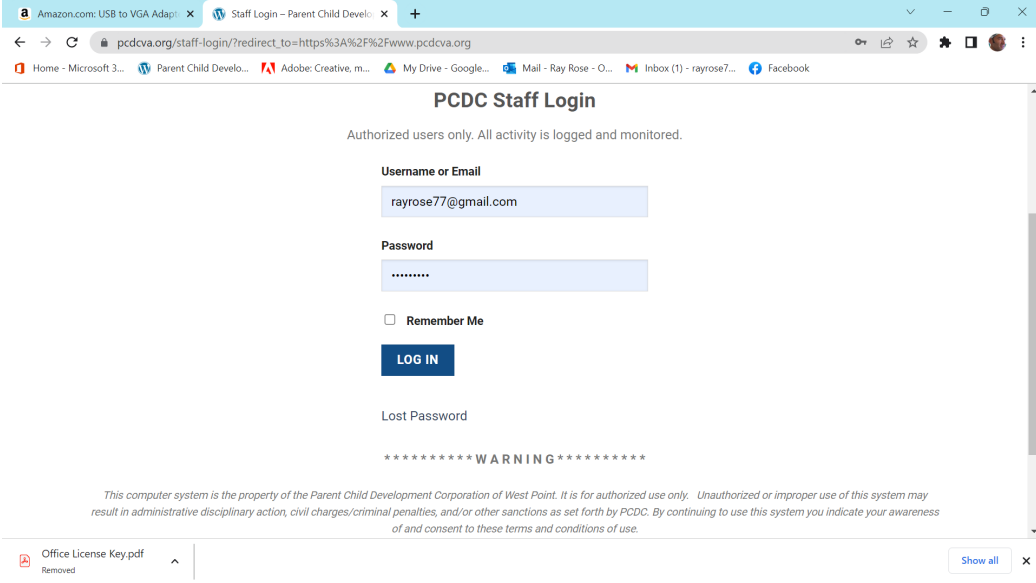


Posting Employment Opportunities to PCDC Corporate Website

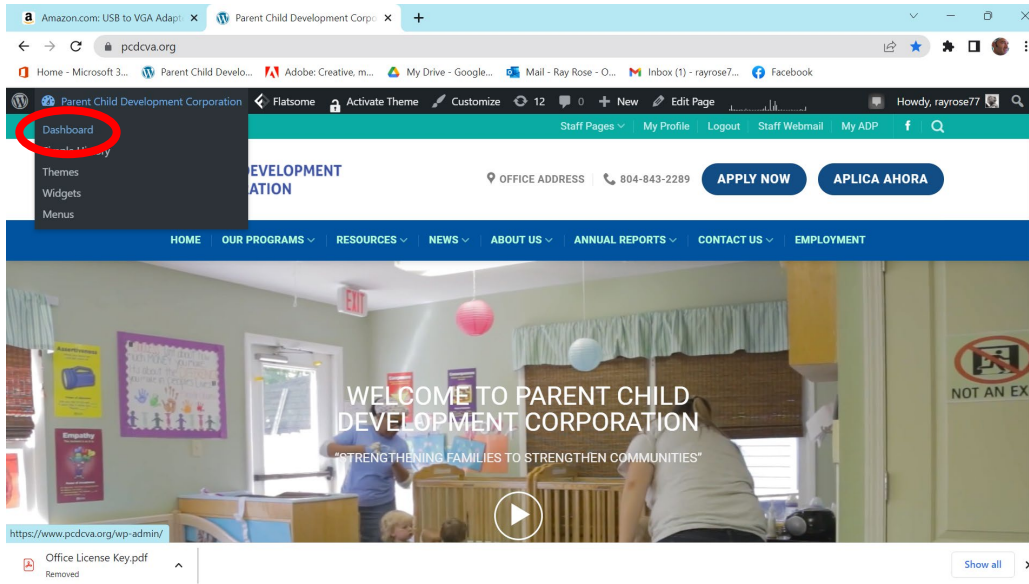
1. Click Staff Login in the teal menu bar at the top



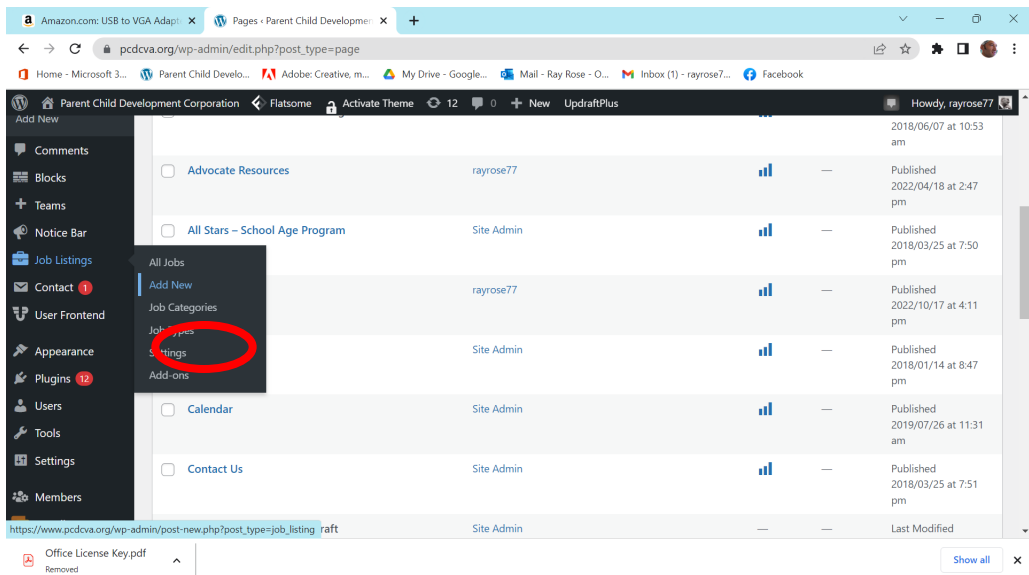
2. Enter you PCDC email login credentials



3. Click on the Name of the Corporation at the top and choose Dashboard from the drop box



4. Choose Job Listings then Add New from the side bar menu



5. Finally enter the details of the job posting in the form that looks like this:

The screenshot shows a WordPress admin interface for creating a job listing. The form is divided into several sections:

- Posted by:** #133 - rayrose77 (with a 'Change' link)
- Location:** e.g. "London"
- Application email/URL:** rayrose77@gmail.com
- Company Name:** (empty field)
- Company Website:** (empty field)
- Company Tagline:** Brief description about the company
- Company Twitter:** @yourcompany
- Company Video:** URL to the company video (with 'Upload' and 'View' buttons)
- Position Filled:** Filled listings will no longer accept applications.
- Featured Listing:** Featured listings will be sticky during searches, and can be styled differently.
- Listing Expiry Date:** March 16, 2023
- Remote Position:** Select if this is a remote position.

On the right side, there is a settings menu with the following options:

- Job Block:** Summary, Visibility: Public, Publish: Immediately, URL: pcdcvva.org/job/auto-draft/, Pending review, Clear HB post cache button.
- Authors:** (dropdown menu)
- Job Categories:** (dropdown menu), Add New Job category button.

At the top right of the form, there are buttons for 'Save draft', 'Preview', and 'Publish'.

6. After all the fields have been filled check the Settings on the right side menu bar about part-time/full-time and Job Category then click on the blue Publish button on the top right.

This screenshot is identical to the previous one, showing the same job posting form. The only difference is that the 'Publish' button in the top right corner of the form is circled in red, indicating the final step of the process.