

## Promote Your Open Job Opportunities on the Arvada Career Hub

Do you have an open position at your business or organization? The Chamber can connect your employment opportunities to other chamber members and the broader community through our Arvada Career Hub. Reach over 2,000 monthly website visitors through our job board, which is promoted in our newsletters and social media.

Follow the steps below to post a new job opportunity. If you have any questions, please contact Molly Kust at molly@arvadachamber.org or call (303) 424-0313.

## How to post on the Arvada Career Hub

- 1. Visit arvadachamber.org/arvadacareerhub
- 2. Click the orange plus (+) sign on the right side of the page
- 3. Enter information in the provided fields. Leave the Arvada Works sections empty.
- 4. Click Submit for Approval at the bottom of the form and Chamber staff will publish to the job board within three business days

## How to edit your current job posting

- 1. Log in to the Member Portal at arvadachamber.org/member-login. If you don't know your credentials, please email molly@arvadachamber.org for assistance.
- 2. On the home page, under Shortcuts on the left side of the page, click Job Postings.
- 3. On the Job Postings Page, click the blue button Manage Job Postings. You also have the option to add a job posting.

View all current full- and part-time job openings at arvadachamber.org/arvadacareerhub

