Instructions for posting a job

Sign in, if you are a member, so that you get the member rate for the job posting.

Click on "Career Center" tab at the top of the page.

Click on "Purchase Job Posting – 60 days".

Enter the number of job postings you would like to purchase, then "add item".

Click on "Check Out".

Enter your billing information and credit card number.

Click on "Proceed to Checkout".

Review the information to make sure correct, then click on "Complete Order".

Make sure that you are still logged in to your MNLA account.

Click on the MNLA logo (upper left).

Scroll down to the lower right of the page, and click on "Manage Profile".

Scroll down to the bottom of the page to "Networking & Careers".

Click on "Career Postings".

Click on the 📝 to edit the posting.

Complete the job posting and click on "Submit" at the bottom of the page.

If the position is filled and you would like to put it on hold, click on the red circle.