

The job market in Billings is full of excellent candidates! Help them find you by posting your job openings on our new online Job Board. To start advertising your job openings today, follow the below instructions.

## How to post a job opening:

1. **Visit Our Website**- Log on to [www.BillingChamber.com](http://www.BillingChamber.com). Click the “Jobs” menu in the navigation bar at the top of any page, then click the “Submit a Job” link.
2. **Login** - On the Member Login screen, enter your Member Representative login\* and password. \*If you have forgotten your Representative Login, please contact us or click the “Forgot Login Info” or “Forgot Password” link on the Member Login screen to retrieve your login information.
3. **Enter Job Details** - Once logged in, you can enter the details of your job posting in the submission form. Please note the following when inputting your job information:
  - o The following fields are required: **Job Type, Category, Job Title, Details.**
  - o When inputting the **Location, Details, or Requirements**, you can use a Visual Designer tool to easily format the text in these fields like you would in Microsoft Word or Outlook. The Visual Designer allows you to apply formatting such as bolding and coloring text, inserting hyperlinks, creating bulleted lists, and more.
  - o The **Hour/Week, Compensation, and % Travel** fields only accept numerical values. Please refrain from inputting characters such as \$, +, -, or %.
  - o You may want to consider Search Engine Optimization (SEO) when writing your post. Consider using words/phrases like: Billings, Jobs, Employment, Help Wanted, Montana, Work in Billings, etc.
4. **Submit the Job/Payment** - After entering your job information, enter the security code at the bottom of the submission form and click the “Submit” button.
  - o If you are a Rimrock, Beartooth, Granite or Big Sky Level member, your job postings are included as a benefit of your Chamber membership. For information on upgrading your membership level to receive more Chamber benefits, please contact us at 406-245-4111.
5. If you are a Yellowstone or Pioneer Level member, jobs may be posted on our online job board for \$100 for 30 days. After submitting your job, you will be navigated to a payment form to complete your payment with a credit card.