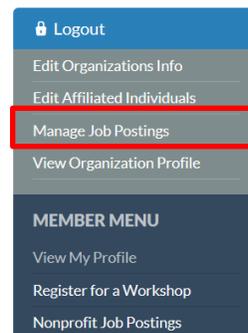# User Guide to Job Postings

Log in to your CNM user profile by clicking 🔒 Account Access

Under your Admin banner select "Manage Job Postings" (If you do not see this section it means you still need to authorize your "organization admin status" to post a position for your organization. Please call 615-259-0100 or email info@cnm.org through your given company email address for access.)

🔒 Logout
Edit Organizations Info
Edit Affiliated Individuals
Manage Job Postings
View Organization Profile

MEMBER MENU
View My Profile
Register for a Workshop
Nonprofit Job Postings

You will see all current or expired jobs that you have submitted to our website.

To post a previously posted position select the job and **Post this Job**

Click on **"Add a new Job."**
- Type the title of the position in the box and be sure to click the ✅ to save the entry.
- The **"job detail"** page will then appear, where you can type or copy/paste in the job
- description and contact procedure. Because you are logged in to the CNM database during this process **this page will time out if left dormant for 15 minutes**. Click the "Save Changes" periodically while typing.
- Click on "**Job Type**" and select one from the drop menu. You must choose one job type.
- Click on **"Add a new Job Category"** to select from the drop menu. Be sure to click on ✅ to save your selection
- Once you have finished your job announcement form, click the **"Save Changes"** button.

After reviewing the posting **Post this Job**

The next page is general details such as start date, duration of posting, and expiration date. Click the **"Add to Cart"**

At this time there is only one option for duration of posting which is 60 days. In posting a position you have the ability to withdraw the posting at any time.

Click the **"Continue Order"** button

The shopping cart will then be displayed, and you may either continue to checkout or continue browsing our other CNM products and services:

Click on the **"Proceed to Checkout"** button to complete the order.

If you are not a CNM member or have other items in your cart, you will be prompted to enter payment through PayPal.

All online credit card payments will be processed through PayPal, a trusted and secure payment processing company; CNM will not store any credit card information. You also have the option of setting up a PayPal account for future purchases with CNM or other PayPal clients.

Once you have submitted your order, you will receive a message that your order has been successfully submitted, as well as emails confirming your order and reminding you that your job request requires approval.

CNM Members may post jobs on the Website free of charge at anytime; the fee amount will show up as $0.00
Note: This job posting must be approved by a CNM staff member before it will be displayed to the public on our Website. The approval process is typically completed on the same business day that your order is submitted. In the event that a delay in approval occurs, the expiration date for your job posting will be adjusted accordingly.

If you have any other questions regarding job postings, please feel free to contact us at 615-259-0100.