How to Post a Job on the Rockford Chamber Job Board
A Free Service for our Members!

To access the Job Board, please visit rockfordchamber.com.
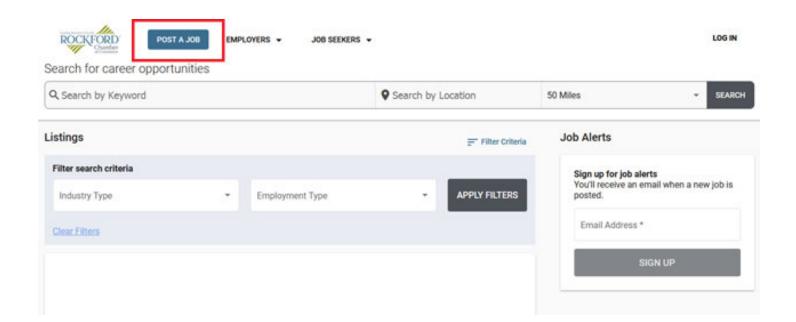
Get Started:

Rockford Chamber Members:

1. Enter your email address & click next.
2. On the next screen, enter your Chamber Member username and password. Not sure what your login is? please contact the Chamber at 815.987.8100 or jsundvall@rockfordchamber.com.

If you are **not** a Rockford Chamber Member, click continue as guest.

Interested in becoming a Chamber member to utilize the Job Board for free? Contact us at 815.987.8100 or JBailey@rockfordchamber.com. Or, join online today at rockfordchamber.com*!*
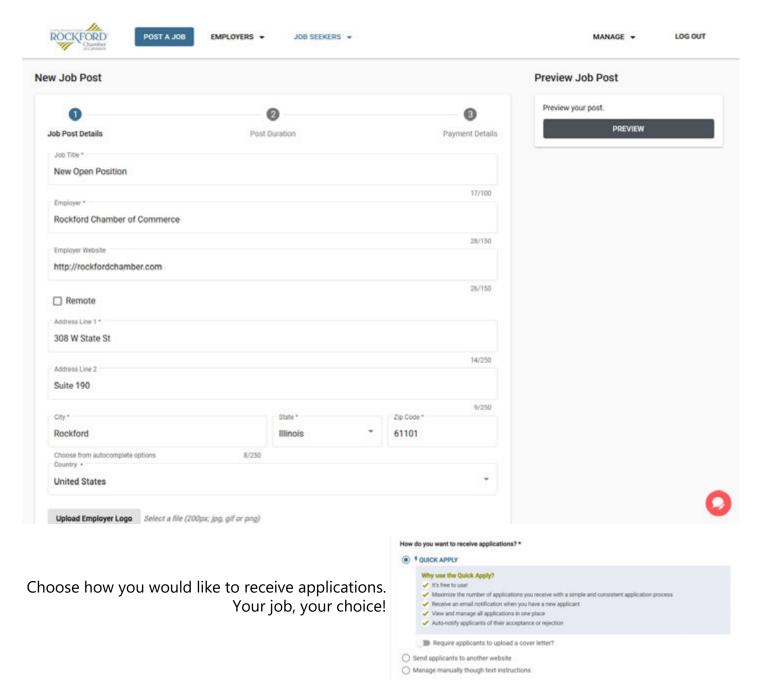
Create Your Job Listing

In the Job Post Details area, you'll fill in the details for your job posting, much of which is optional to fit your needs. Don't forget to upload your employer logo to make your job pop! You also have the option of adding attachments, creating a robust description, and selecting an industry that best represents your position.

As you begin to enter your Employer information and address, the job board will help by auto-filling that information to make the job posting process easier. ***Note***: *the auto-fill pulls from Google. If would like to overwrite the auto-filled info with your own address, just continue to type in the address you would like for your job posting.*
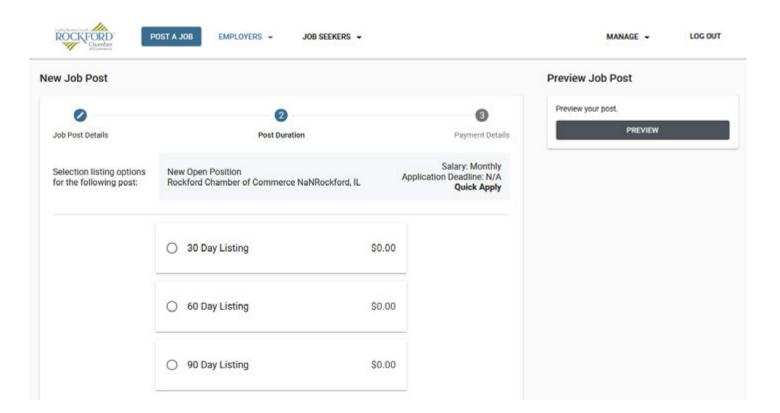
Once you've filled in the details of your job posting, click **Preview** on the right to see a preview of how your job will display once it is posted. ***Note:*** *Should you make a mistake, you can log back into your account and manage/edit the posting later.*

Choose how you would like to receive applications. Your job, your choice!

Post Duration

In the Post Duration area, you'll select the period of time your post should display on the job board. Rockford Chamber Members can post for free for any duration. Non-members will find a fee schedule based on post duration. Posts will be placed on the job board chronologically based on posting date.

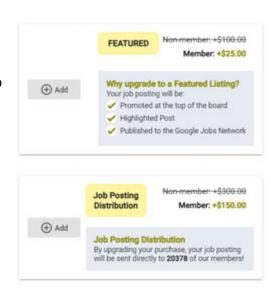*NOTE: The job will be dropped from the board automatically after that 30, 60, or 90 days has passed.*

Additional Exposure Options:
Increase who sees your job posting through two optional exposure options. Reduced pricing for Rockford Chamber members.

Feature Your Listing - Featured Listings will be prioritized at the top of the job board highlighted in yellow.

Job Posting Distribution - Those who select to add Job Posting Distribution will have their job included in a one-time email update to our members highlighting new job postings. Great exposure to put your job in front of people who may not be *actively* looking, but are open to new opportunities. A unique option to reach a broad audience!
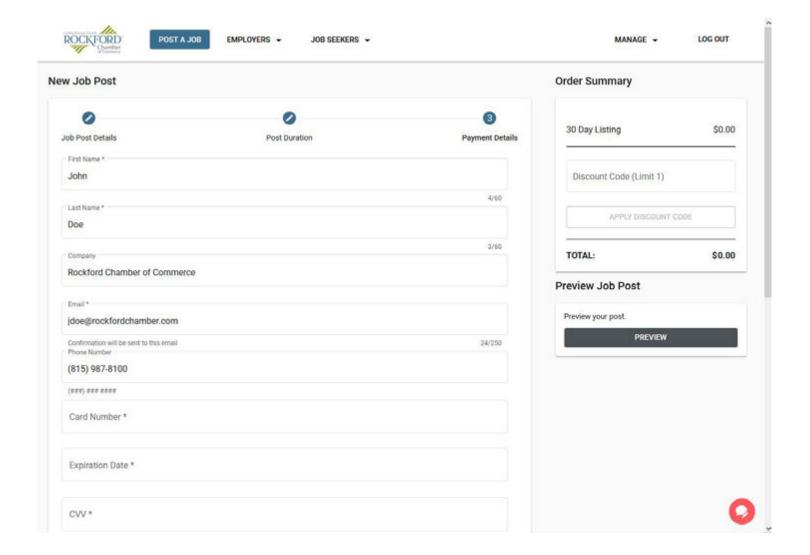
Note: Multiple job openings may or may not be included in the same email. Emails are sent the next business day.

Payment

To complete your job posting, fill out your payment and credit card information, if applicable. *Remember, Rockford Chamber Members post for free* with an option for reduced pricing on posting upgrades.

Once your payment is submitted, you'll receive a confirmation email and your job posting will go live on the job board immediately. Need to edit your post? No problem - click on MANAGE and edit away!

For Job Board related questions or troubleshooting help, please contact Doug Hessong at dhessong@rockfordchamber.com