

# AFP New Brunswick Chapter

## Job Posting Policy

March 2022

PO Box 20028, Brunswick Square  
Saint John, New Brunswick  
E2L 5B2



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### Policy

- AFP New Brunswick will post new job positions for charity and not-for-profit organizations
- Postings must be in Word document format and sent to [chapterdirector@afpnb.org](mailto:chapterdirector@afpnb.org)
- **The salary range must be included with your posting.** Read more about AFP's promotion of Salary Equity here: <https://afpglobal.org/careercentersalaryequity>
- Payment confirmation must be received before the post is published to AFPNB site or on AFPNB's social media channels.
- All postings will be published on AFPNB's website for the duration of your search, or for 60 days if no deadline is provided.
- Re-posts of old job postings or featuring a job posting for an extra time period will require additional payment.
- AFPNB will send a direct message featuring the job post to its membership and registered subscribers. AFPNB will also share the job post with its friends and followers on social media and on its website announcements section on the home page.
- Prices and policy are subject to change at any time.
- AFPNB reserves the right to charge the full non-member rate to anyone registered as a member who cannot be found in the AFP database or for whom membership has lapsed.

### Fees

AFP Members - \$150.00

Non-members - \$250.00

### Accepted Payment Methods

- E-transfer to AFPNB using [chapterdirector@afpnb.org](mailto:chapterdirector@afpnb.org)
- Cheques made out to AFP New Brunswick Chapter (our mailing address is at the top of this document)
- Credit card payments through PayPal

### What to include in the job posting

- Full name of organization (and logo, if applicable)
- Full job title
- Salary range for position
- Detailed job description
- Application instructions (where and how to send applications)
- Deadline for applicants (if applicable)
- Any other relevant details