



Job Posting Information

If you are posting a job

1. Pay for the Job. It's still \$125 for CURRENT members and \$200 for non-members. Pay by clicking here - <https://afp-orange-county.square.site/>
2. Send both a PDF and a Word document to office@afpoc.org.
3. In harmony with guidelines from AFP Global, we require each posting to have a salary range.

When we receive the 1) payment, 2) PDF and 3) word document, within 3 business days we will:

- post it in on the Chapter Career Center page here - <https://community.afpglobal.org/afpoc/career/center>

- send an email with the job description to our AFP Orange County members.

Most Common Mistake? Not having a response mechanism in the job description.

FAQs

How long will the job be up? For 60 days or until you notify us to remove the listing.

What happens if I don't send a PDF? It won't be posted on the website.

What happens if I don't send a Word document? It won't be sent in an email to the membership.

What happens to the job postings from 2020 and earlier? They are deleted after 60 days being listed and the entire site will be inoperable in Spring 2021.

Reach us at 949-436-2939 or office@afpoc.org

The Most Common Mistakes People Make with Job Descriptions:

1. No Response Mechanism. Do you want people to go to your website? Send an email? How should they respond?
2. No Company Identified.
3. No Information about the Company. Who are you? Where are you located? What do you do?
4. No Salary Range listed.