



# Welcome to the AFP Calgary & Area Job Board

If you have any questions at any time please contact the AFP Calgary & Area Office  
Ph: (403) 297-1033 or Em: [afp@telus.com](mailto:afp@telus.com)

## How to Post

To post a job posting on our job board we require all postings be sent to [afp@telus.net](mailto:afp@telus.net) in PDF format. Payment confirmation must be received before the post is published to our site. Visit our Cvent registration page [HERE](#) and register to make payment by credit card.

All postings will be published online for 60 days unless otherwise instructed. If you wish to re-post an old job posting or publish your job posting for an additional time period this will require additional payment.

Pricing	
AFP Member Rate	Non-Member Rate
\$250+GST	\$300+GST

\*\* Prices are subject to change at any time. We reserve the right to charge the full non-member rate to anyone registered as a member who cannot be found in the system or their membership has lapsed.

## Additional Job Postings

If you have already registered and would like to purchase additional job postings follow these steps;

1. Follow the link above to the registration page
2. Click on the link 'Already Registered' that can be found below the 'Place Order' button



3. The site will require your email and confirmation number
  - a. If you don't have your confirmation number it can be sent to you
4. Once your information has been entered, you will be redirected to the modify registration page where you will be given the option to add additional job posting to your order
5. Once payment has been made a new confirmation email will be sent

## What to include

Things to consider before you send your job posting, does it have;

- The organization listed
- The full job title
- The full description listed
- The proper contact information
- A deadline for applicants(if applicable)