

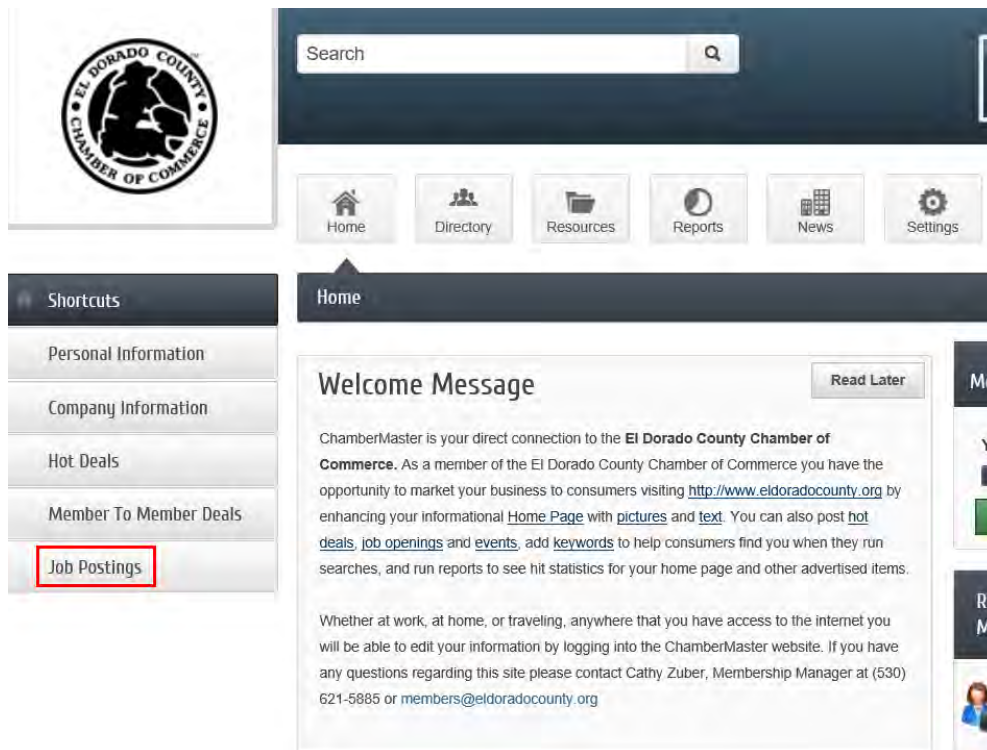
# Job Posting Information

## Creating a Job Posting

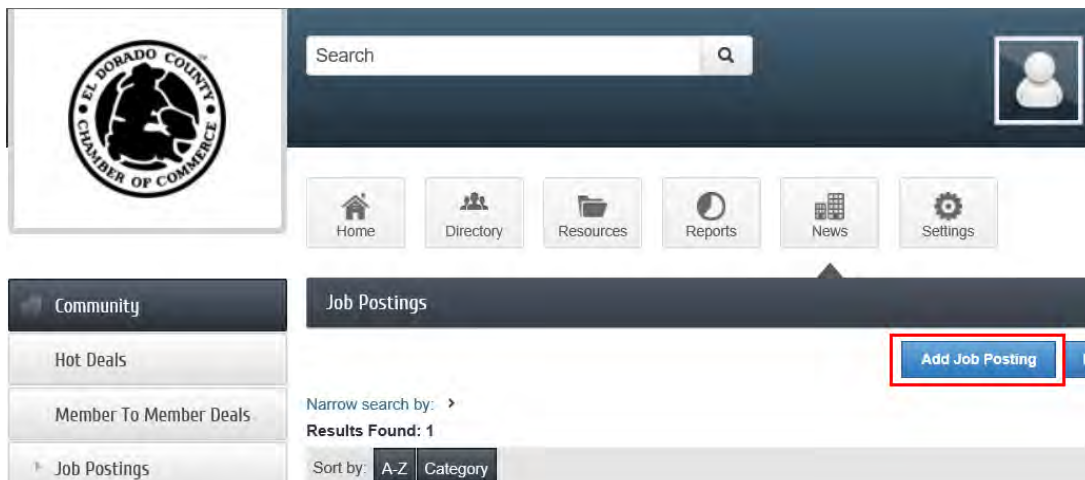
1. Log in to Chambermaster



2. Select Job Postings on the left side of the page



3. Select Add Job Posting



# Job Posting Information

## 4. Enter the job title and job description on the form

Job Postings - Create

Manage Job Postings

### General

Title:  
Volunteer Needed

Description:  
Volunteer needed for upcoming special event.

## 5. Select the closest matching job category from the dropdown box. Some of the other fields will automatically be populated from the information you have provided in Chambermaster.

Category:  
Public Relations

### Contact Information

Organization Name: EL DORADO COUNTY CHAMBER OF COMMERCE  
Contact Rep Name: CATHY ZUBER

Street: 542 MAIN ST

City: Placerville

State: CA

Postal Code: 95667

Email: members@eldorado.org  
Local Phone: (530) 621-5885  
Fax:

## Job Posting Information

### 6. Choose the dates you want this posting to be active.

#### Active Dates

Select dates for this item to be run:

NOTE: All dates must be selected at this point, active dates cannot be changed once the Job Posting has been submitted. Job Postings are run on a week by week basis, beginning on Sunday of each week.



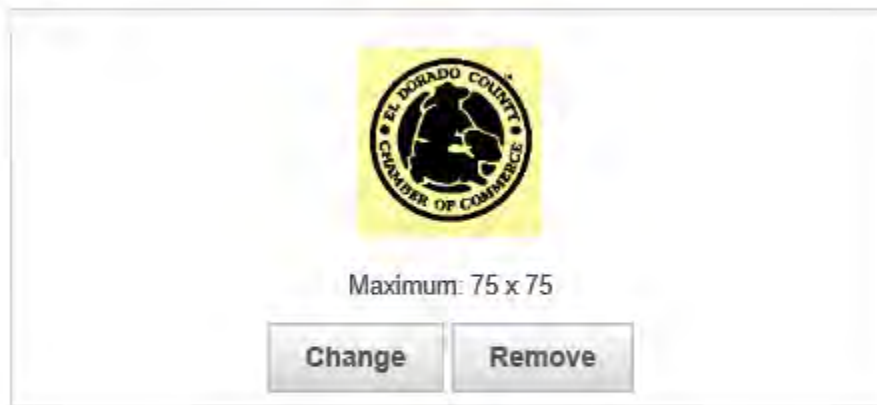
#### Active Dates

8/14/2016 - 8/20/2016

Clear Dates

### 7. Submit your job posting for approval. Your request will be e-mailed to Cathy Zuber. Adding an image is optional.

#### Image



\* Image addition pending save

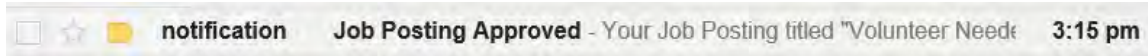
Save as Draft

Cancel

Submit for Approval

# Job Posting Information

8. Once approved, you will get an e-mail notification.



9. Your posting will appear on the home page of the El Dorado County Chamber of Commerce web site with a link to additional information about the job and your contact information.

**Job Listings**

- [Volunteers Needed](#)  
Volunteers needed for upcoming events. Contact Cathy Zuber or Jody Franklin.

Powered by Web RSS

Business **Community Information** About Us Membership Information Calendar

## Volunteers Needed

[View Business Info](#)

### EL DORADO COUNTY CHAMBER OF COMMERCE

[View Business Info](#)

#### Job Description

Volunteers needed for upcoming events. Contact Cathy Zuber or Jody Franklin.

#### Contact Information

- CATHY ZUBER
- 542 Main Street Placerville, CA 95667
- (530) 621-5885
- [members@eldoradocounty.org](mailto:members@eldoradocounty.org)

[Business Directory](#) [Events Calendar](#) [Hot Deals](#) [Member To Member Deals](#) [Job Postings](#) [Contact Us](#) [Weather](#)

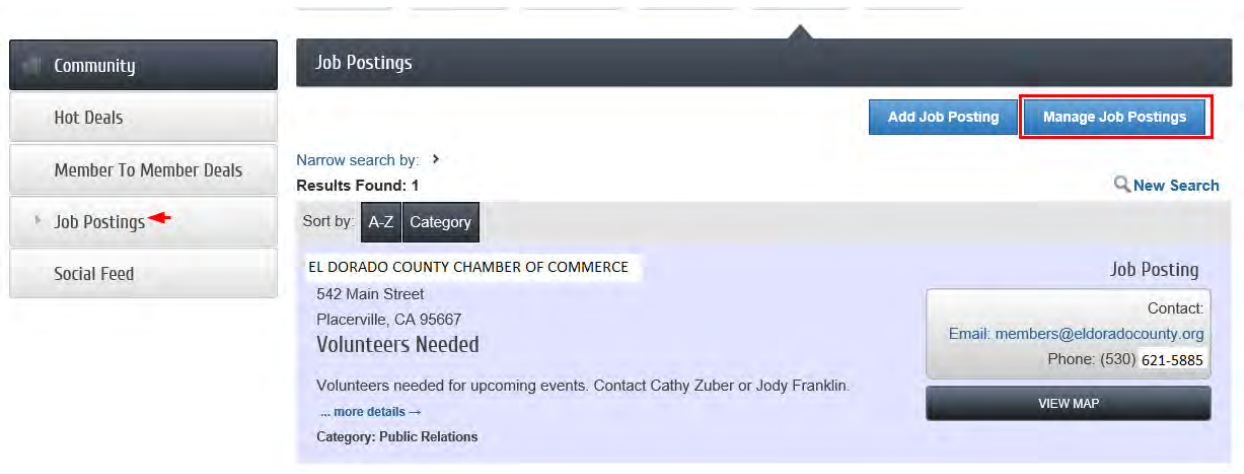
Powered by **chambermaster**

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[Home](#) | [Contact Us](#) | [Tourism](#) | [Site Map](#)

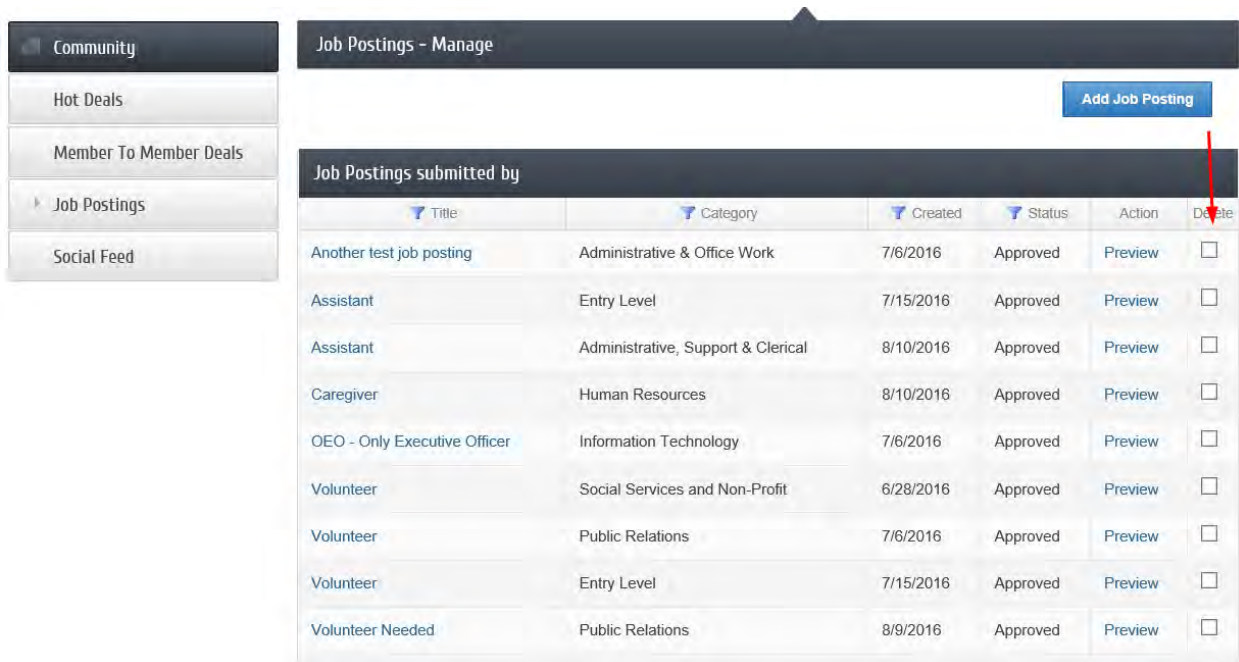
# Job Posting Information

## Managing your Job Postings

10. To manage your job postings, log in to Chambermaster and select Job Postings then Manage Job Postings.



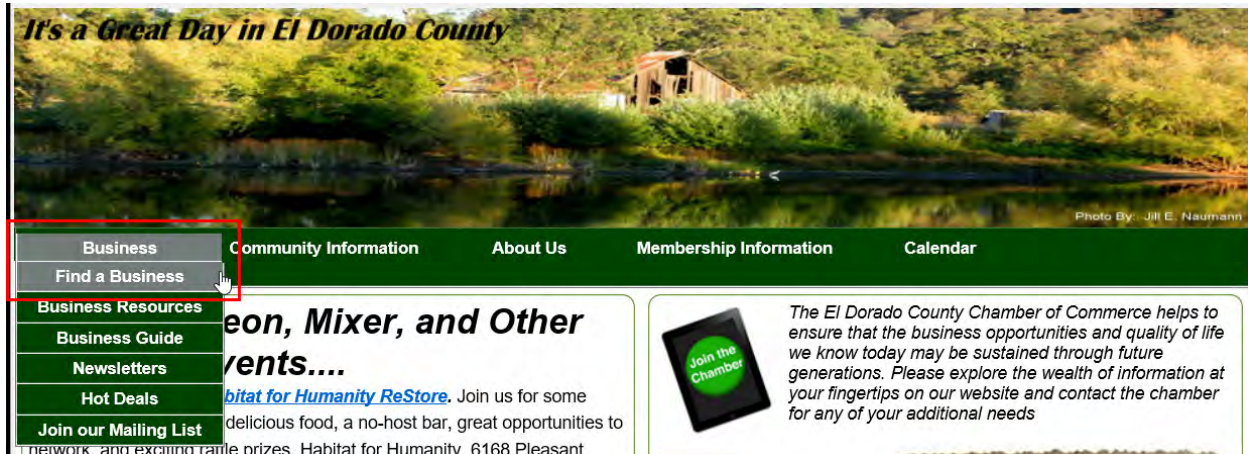
This will allow you to see all your job postings. You can delete the posting from here when the position is filled.



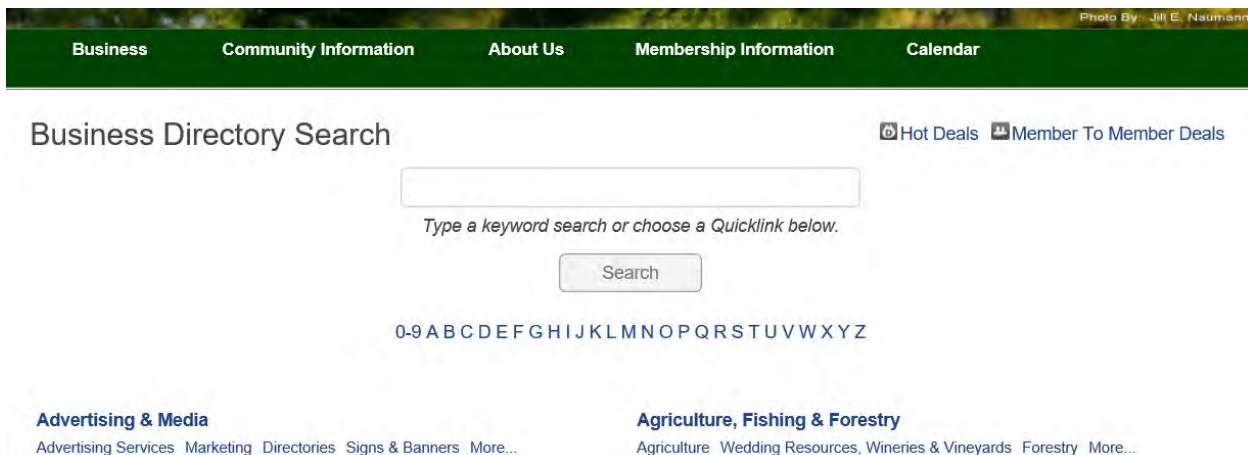
# Job Posting Information

## Viewing Job Postings

11. Current job postings can be viewed by clicking on Business – Find A Business



This will bring up the Business Directory Search page



12. Scroll down to the bottom of the page and click on Job Postings



# Job Posting Information

13. This will bring you to the page with ALL the current job postings.

## Job Search

Narrow search by: 

Results Found: 3

 Hot Deals  Member To Member Deals

Sort by: **A-Z** Category

### GOLDEN SIERRA JOB TRAINING AGENCY

1919 Grass Valley Hwy., Ste. 100 Auburn, CA 95603

#### Groundsmen Tree Service

Category: *Construction, Mining and Skilled Trades*

Year 'round work Wage \$15.28 -\$16.40 dependent upon experience About the Company: We provide high quality tree care for utility, residential and commercial clients. Employees are thought of as an investment and all investments have an expectation for the future. Union Benefits: Employees are provided with benefits that include medical,dental, vacation, holidays, professional training,retirement, competitive pay, and a safe, drug free and smoke free work environment. Western Land Renovators, Inc., ...read more →

Contact:  
Tammy Cornelison  
Send Email  
Phone:(530) 823-4635

MAP

VISIT WEBSITE

### EL DORADO COUNTY CHAMBER OF COMMERCE

542 Main Street Placerville, CA 95667

#### CHECK OUT OUR NEW JOB POSTINGS SECTION!

Category: *Entry Level*

CHECK OUT OUR NEW JOB POSTINGS SECTION!

Contact:  
CATHY ZUBER  
Send Email  
Phone:(530) 621-5885

MAP

### GOLDEN SIERRA JOB TRAINING AGENCY

 1919 Grass Valley Hwy, Auburn, CA 95603

#### Are Your Unemployment Insurance Benefits EXHAUSTED or READY TO EXHAUST? GET HIRED RE-ENTER THE WORKFORCE

Category: *Government*

Golden Sierra received a grant to help those facing long-term unemployment upgrade their skills and get back to work. OUR PROGRAM starts with a strong up-front assessment, where training needs are identified early and workers are put on a south path to re-employment. RECEIVE SKILLS TRAINING on topics such as communication, problem solving, critical thinking, ethics and professionalism, embracing diversity, cultural compassion, teamwork, interviewing, work ethic, personal maintenance, and professional ...read more →

Contact:  
Tammy Cornelison  
Send Email  
Phone:(530) 401-5921

MAP

VISIT WEBSITE