

Posting a Job to the IACP Job Board

Within IACP's Community Forum, IACP offers a Job Board for members and non-members to post open positions to connect people searching for new employment opportunities within our industry. Job listings will remain in the community forum for 30 days from their original postdate, unless IACP is given other instruction.

Non-Members

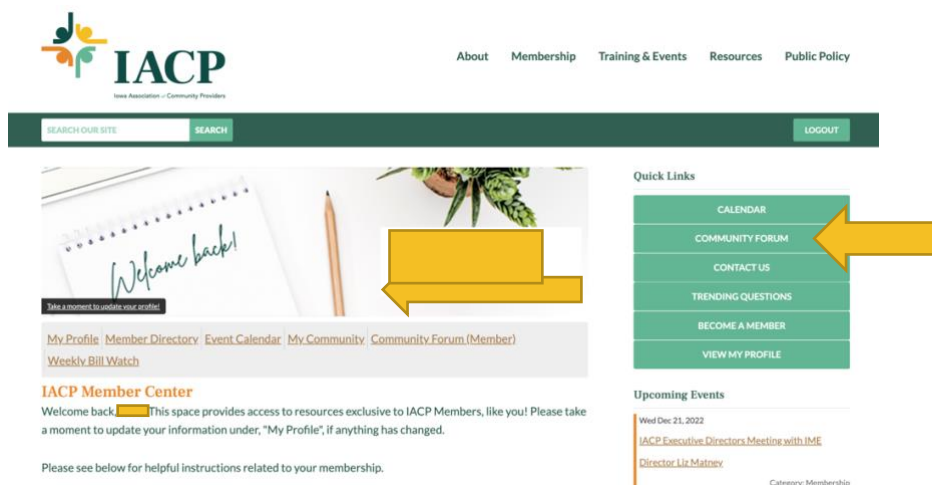
Non-members may post a job listing to the IACP Job Forum. Reach out to IACP staff to inquire.

Members

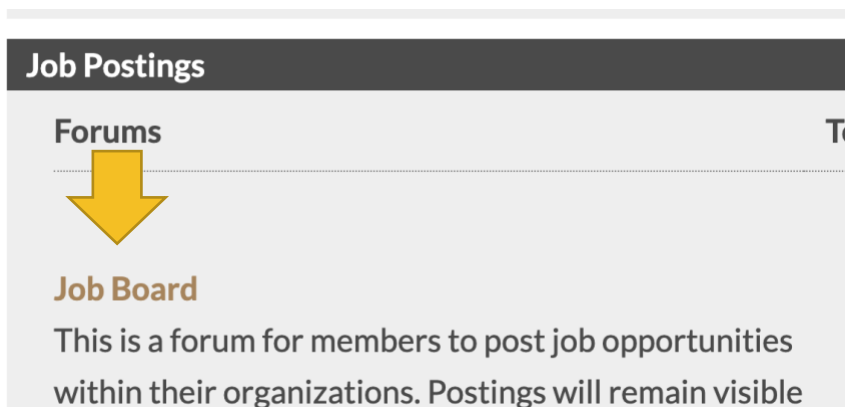
1. First log into the IACP website. <https://www.iowaproviders.org/> (Your user ID is most likely/should be your email address. You can [reset your password](#) from the login page. If you have any trouble, reach out to any IACP staff for assistance.



2. After logging in: Go to "Community Forum" under the "Quick Links" menu on the right.



3. Scroll and click on the **Job Board** forum



4. Click **New Topic**



5. Add the position title and organization name in the subject line with the details in the body of the posting. Click "Submit".

The screenshot shows the "New Topic" form. The "Subject:" field contains "Job Title - Organization". Below the subject field is a large text area for the body of the posting, with a placeholder text: "Details about the job including contact info and any needed links to website". At the bottom of the form, there are fields for "Subscribe:" (with radio buttons for "No" and "Yes"), "Attachments:" (with a "Choose File" button and "No file chosen" text), and "Comments:" (with a text input and an "Upload" button). At the very bottom are three buttons: "Preview", "Submit", and "Cancel".