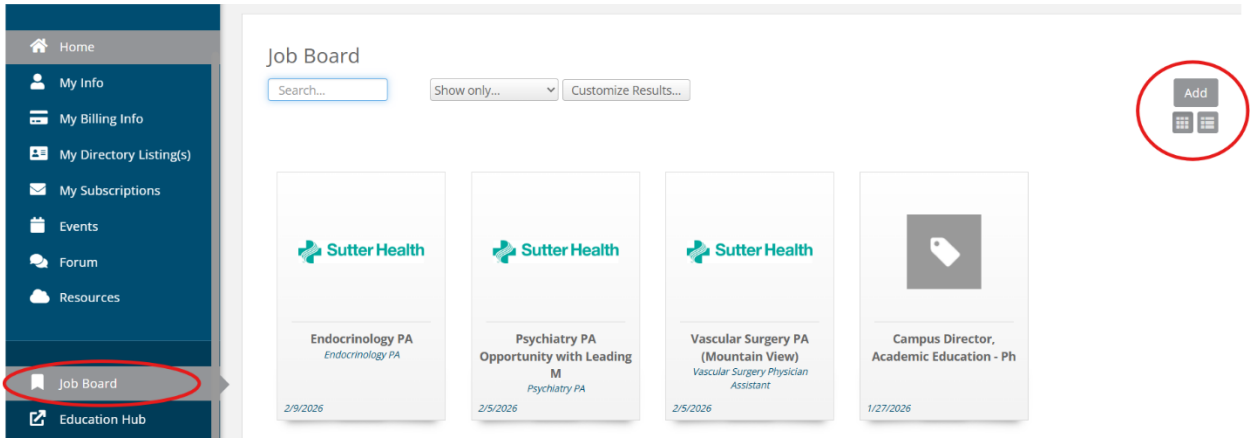
How to Post a Job on CAPA's Job Board

For New Employers

1. Email Jordan at jordan@capanet.org to request access to post on CAPA's Job Board. You will receive instructions to create your account and authorization to submit job listings.
2. Once your account is set up and you are logged in, follow **Steps 2-6** in the **Returning Employers** section below.

For Returning Employers

1. Login to your CAPA Info Hub account: members.capanet.org/MIC/login
2. Add your job posting for CAPA to review:



   a. **Important note**: If the Job Board does not appear on the left-hand menu, your account is not authorized to post a job listing. In this case, please email Jordan at jordan@capanet.org for assistance.
3. Enter the job title, description, and all relevant position details. Within the job listing, include applicant submission instructions or a direct application link, as **CAPA does not collect applications on behalf of employers**.
4. The standard fee is **$180 for a 30-day listing**. For an additional **$100**, you may upgrade your posting to be featured at the top of the job board and promoted in CAPA's monthly e-newsletter and on its social media channels. Select the upgrade option during submission to add this enhancement.
5. After submission, CAPA will review the posting and issue a payment invoice. The listing will go live on the CAPA website once payment is received.
6. To **edit** your job posting, select the edit icon in the bottom-left corner of your listing within the Job Board on Info Hub. Changes to the Publish End date require review and may result in an additional invoice.