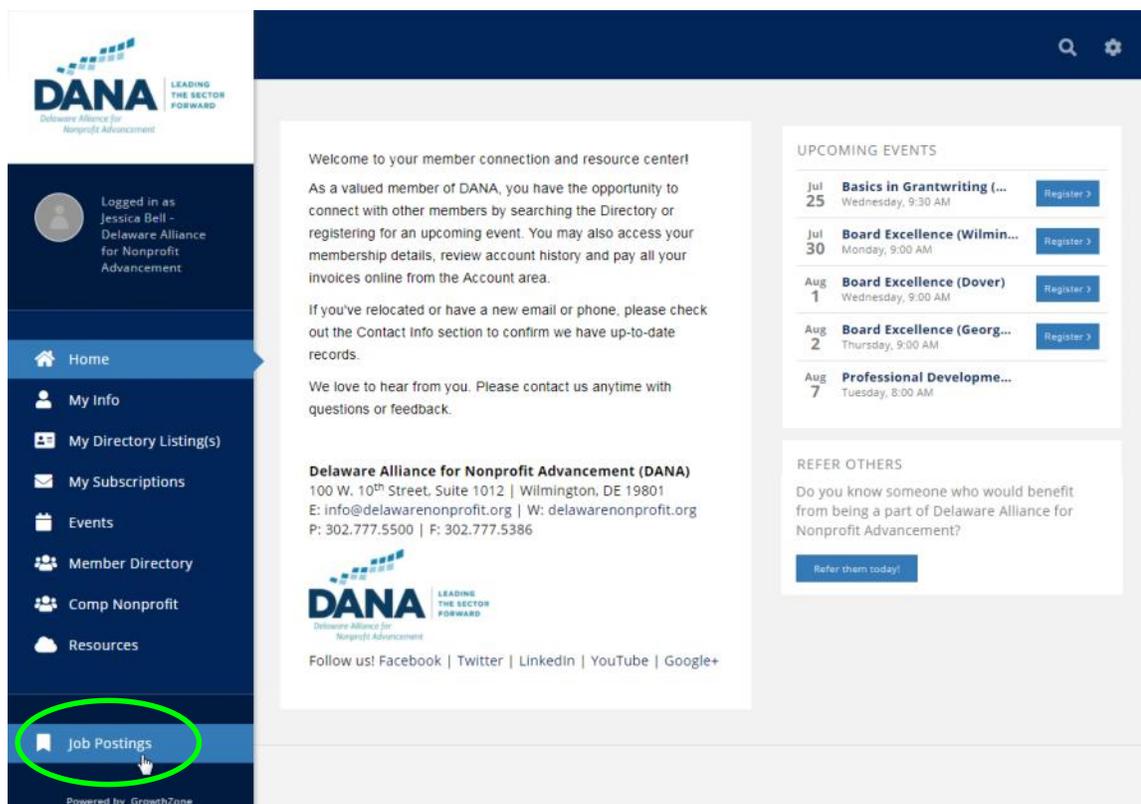
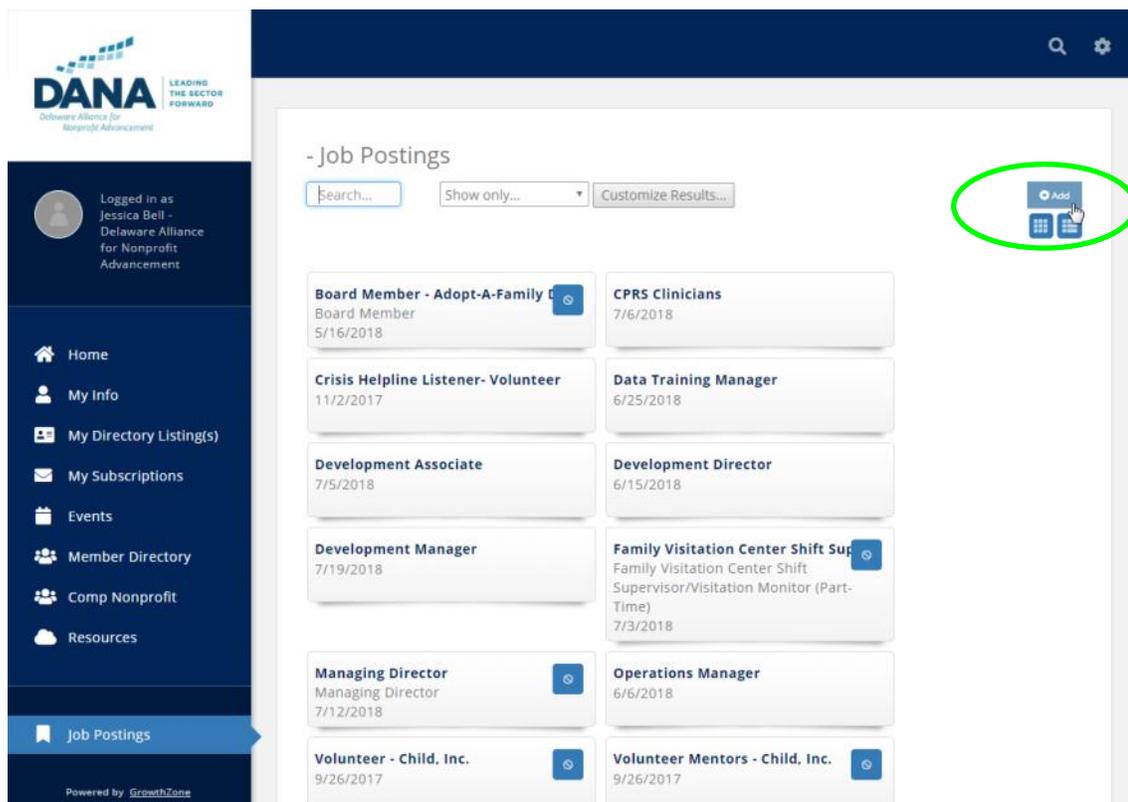


From your DANA dashboard, click Job Postings at the bottom of the left-hand menu.



Once on the Job Postings page, click the Add button located in the top right-hand corner of the screen.



Fill in the details of your organization's open position, and click Done. The posting will be added to the DANA system as Pending. You will receive an email once your posting has been reviewed and Approved by DANA. Once Approved, your open position will go live on delawarenonprofit.org.

The screenshot shows a web form for creating a job posting. At the top, there are tabs for 'General' and 'Images'. The 'General' tab is active. The form includes the following sections:

- Contact:** A dropdown menu with 'Jessica Bell' selected.
- Content Status:** A dropdown menu with 'Draft' selected.
- Title:** An empty text input field.
- Tags:** A text input field with the placeholder 'Add Tags'.
- Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, indent, outdent, decrease indent, increase indent, link, unlink, and table. Below the toolbar is a text area with the placeholder 'Type something'.
- Search Description:** A text input field.
- Publish Start:** A date picker field.
- Publish End:** A date picker field.
- Categories:** A dropdown menu with 'None Selected'.
- Filter...:** A text input field.
- Job Type:** A dropdown menu with the placeholder '-- Select as many options as apply --'.
- Education Level:** A dropdown menu with the placeholder '-- Select as many options as apply --'.
- Experience Level:** A dropdown menu with the placeholder '-- Select as many options as apply --'.
- Job Function:** A dropdown menu with the placeholder '-- Select as many options as apply --'.

At the bottom right, there are two buttons: 'Cancel' and 'Done'. The 'Done' button is circled in green.

Title of the open position

Keywords to help people find the open position. Not required.

Date when the position is available

No longer than 2 months from Publish Start Date

Can be same as Title. Helps with Search.