How to Post a Job to the Online IHCA Job Board

This training identifies how to post a job on the online IHCA job board.

Step 1:
To post jobs on our IHCA website job board, log in to iowahealthcare.org. (login in upper right corner)

Step 2:
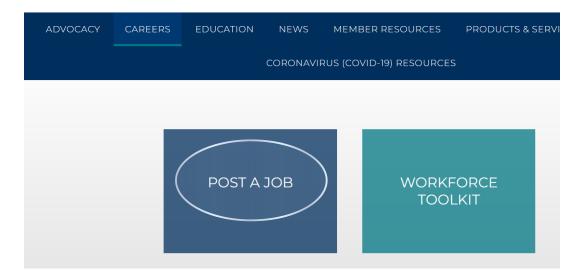Select the "**Careers**" tab

Step 3:
Select "**For Employers**"

Step 4:
Select the "**Post a Job**" link. This will take you to an online form you can complete to post a job.

Once you complete and submit the form, your job will appear on our job posting page <u>here</u>. It will stay on that page for 30 days. If you need the position taken down sooner than that, email <u>communciations@iowahealthcare.org</u> to request it be taken down.