

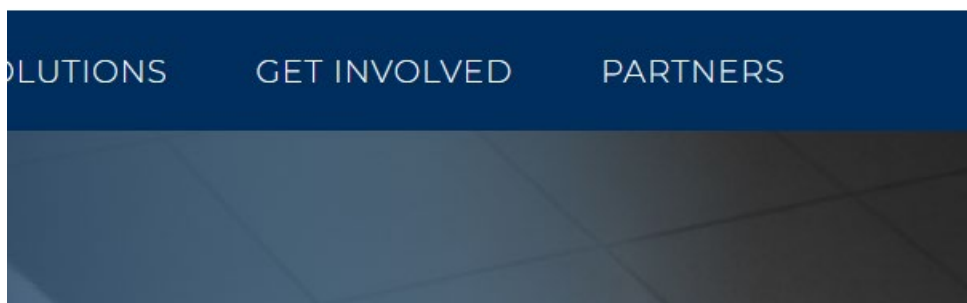
How to Post a Job to the Online IHCA Job Board

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

Step 1: Visit <https://members.iowahealthcare.org/> and login. This can be found on the IHCA website in the top-right corner of the screen (Please see below).



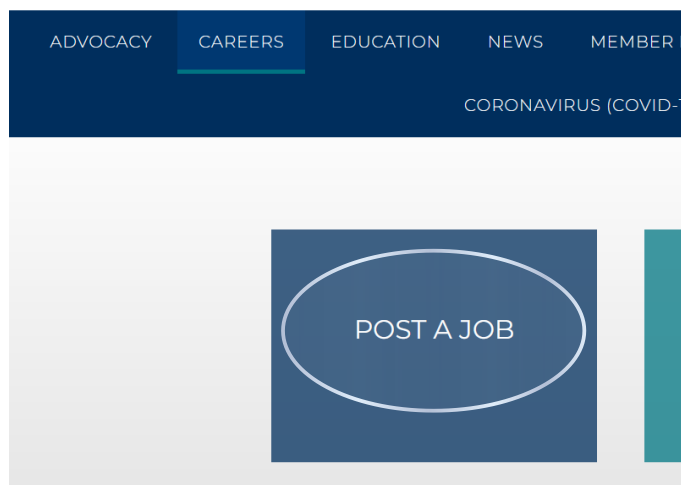
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Step 2: Select the “Careers” tab, and then select “For Employers”



Step 3: Select the “Post a Job” link. This will take you to an online form you can complete to post a job.



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Once you complete and submit the form, your job will appear on our job posting page [here](#). It will stay on that page for 30 days. If you need the position taken down sooner than that, email communications@iowahealthcare.org to request it be taken down.



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