

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).



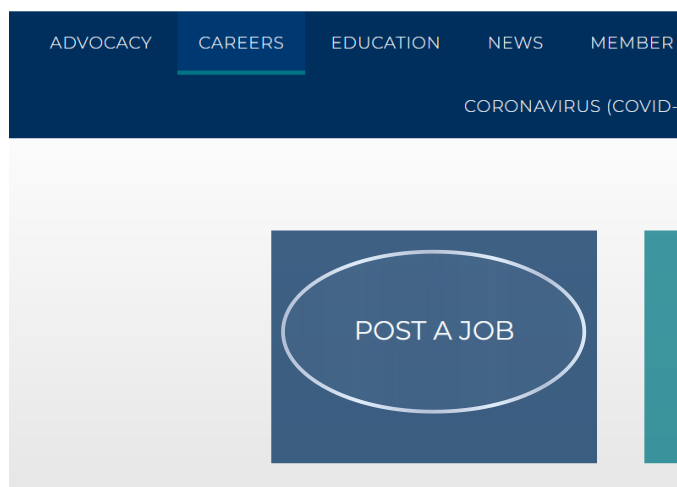
Step 2

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.



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.