

How To Post on the MCHA Job Board

A step-by-step guide

Follow these simple steps to post your job opportunities on the MCHA Job Board and connect with qualified candidates.

Step-by-Step Instructions

1. Go to the MCHA website: <https://mcha.net/>
2. Click on the **Training & Development** tab at the top of the page.
3. Select [Member Job Listings](#) from the dropdown menu.
4. Scroll down and click on [Join the MCHA Job Listing Portal](#).
5. On the Job Board page, **Log In** to post open job opportunities, internships, or volunteer needs. Use your business email and the **Forgot Password** option to reset your personal password for job listings.
6. Ensure your page is connected with MCHA: go to the **MANAGE** dropdown in the top right corner of the screen to connect.
7. **JOB POST:** Direct job seekers to your website!
 - Under the question “**How do you want to receive applications?**”, select “**Send applicants to another site**” (do *not* check “Quick Apply”).
 - In the “**How to apply link**” field, include a direct link to your website's application page. This gives you full control of all applicants and streamlines the process for job seekers.

All MCHA members that receive MCHA member correspondence should have access to log in and post positions.

Need Assistance?

If you experience any issues accessing the job board or listings, or are not currently an MCHA member and interested in more information, please contact Kristin Horton at MCHA at kristin@mcha.net for assistance.