

Posting a Job Posting on TRAPS website

Note: You do not need to log into the website to purchase and create a post.

Payment prior to posting is required.

1) Select "Purchase Career Center Posting"

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CAREER CENTER

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TRAPS Job Bank

[Search Career Center Posting](#)

Purchase Career Center Posting

Add your job posting to this web site for only \$50 for members and \$75 for non-members. Postings are available for 30 days.

Please note that payment will be required prior to posting. If you are unable to make payment prior, please contact the TRAPS office for assistance at 512.267.5550 or traps@traps.org.

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2) Select either the Member Rate (\$50) or Non-Member Rate (\$75)

ONLINE STORE: CAREER CENTER/JOB POSTINGS

[Main Storefront](#) [Cart \(0\)](#)

[FIND](#)



Career Center/Job Posting (Member) **Price: \$50.00**

Job Postings placed on the Texas Recreation and Park Society website.

[VIEW](#)



Career Center/Job Posting (Non-Member) **Price: \$75.00**

Job Postings placed on the Texas Recreation and Park Society website.

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3) Select "Add Item"

ONLINE STORE: CAREER CENTER/JOB POSTINGS

Main Storefront

 Cart (0)



All Categories



FIND

Career Center/Job Posting (Member)

Item Options

Price: \$50.00

Quantity: *

ADD ITEM

Description

Job Postings placed on the Texas Recreation and Park Society website.

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4) Select "Checkout" and complete the contact and billing information fields.

You can manage the items in your cart by viewing your cart and then proceeding to checkout. You can also shop for additional items by returning to the main storefront or searching below.



All Categories



FIND

Are You a Member?

You are not currently signed in. If you are a member, please [sign in](#) before proceeding.

[Back to shopping](#) > **My Cart**

Qty.	Product	Price	
	1 Career Center/Job Posting (Member)	\$50.00	Remove Item
Apply Promotional Code		Update Price	
		Subtotal: \$50.00	
Clear Entire Cart		Total: \$50.00	Recalculate

[CONTINUE SHOPPING](#)

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4/21/2022

[East Region April Meeting/Lunch and Learn](#)

- 5) After your order is complete, you will receive an email. To create the job posting, select the URL after “Manage Career Postings”

Order Number is: 545358852

Ordered 1 products (see below):

Product Number: MCZR62
Product: Career Center/Job Posting (Member)
Quantity: 1
Price Each: \$50.00
Total Price: \$50.00

Sales Discount (PROMO CODE JobPostingFree): (\$50.00)

Manage career postings:

https://membership.traps.org/networking/job_postings.aspx

Total: \$0.00

Thanks!

- Texas Recreation and Park Society

- 6) On the “My Career Postings” listing webpage, select the paper and pencil to create the job posting.

MY CAREER POSTINGS

 Search Openings  Subscribe  Find Postings

Post and manage job opportunities for other site members here. You can disable or edit your job posts and even see how many views or applicants a job you posted has received.

You have purchased **1** postings, **0** of which are currently visible.

Options	Position	Applicants	Views	Approved	Posted	Expires
	Untitled	NA	0	No		

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- 7) Complete the fields for the job posting and click “submit”. Your posting is now active.
Note: Please verify that your posting is listed as “Status – Active”. Contact the TRAPS office with any questions.

CAREER CENTER - SUBMIT AN OPENING

 Search Openings  Subscribe

To post a current opening in the Career & Volunteer Center, please fill out the form below. In order to attract the best candidate, please be as thorough as possible with the job description. Contact information posted through this form will be visible to all registered members.

* Indicates a required field.

Position *	
Date Needed	(Format date: 12/31/1999)
Date Expires	N/A
Status	☒ Inactive ☐ Active
Organization	
City	
Country	
Location	
Primary Category *	
Additional Categories	Central East North Out of State

Hold CTRL (or open-apple on a MAC) while clicking to select multiple categories.

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