

**Posting a Job Advertisement on SAVT**

With our new platform, you no longer need a SAVT account to post a job. Follow these steps:

**1) Purchase the Job Advertisement:**

Use the following link to purchase your job posting:


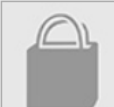


<https://savn.ca/store/ListProducts.aspx?catid=1028669>

## PURCHASES: JOB POSTINGS

▼

FIND


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	<p><b>Featured Job Posting (30 days)</b></p> <p>A featured job posting offers excellent visibility and reach by being listed on our website for 30 days, ensuring prolonged exposure to p...</p>	<p>Price: \$75.00</p> <div style="background-color: #000; color: white; text-align: center; padding: 5px; border-radius: 3px; width: 60px; margin: 0 auto;">VIEW</div>
	<p><b>Standard Job Posting (30 days)</b></p> <p>A standard job posting provides valuable exposure by being listed on our website for 30 days, giving your opportunity sustained visi...</p>	<p>Price: \$50.00</p> <div style="background-color: #000; color: white; text-align: center; padding: 5px; border-radius: 3px; width: 60px; margin: 0 auto;">VIEW</div>
	<p><b>Standard Job Posting (60 days)</b></p> <p>A standard job posting provides valuable exposure by being listed on our website for 60 days, giving your opportunity sustained visibilit...</p>	<p>Price: \$95.00</p> <div style="background-color: #000; color: white; text-align: center; padding: 5px; border-radius: 3px; width: 60px; margin: 0 auto;">VIEW</div>
	<p><b>Featured Job Posting (60 days)</b></p> <p>A featured job posting offers excellent visibility and reach by being listed on our website for 60 days, ensuring prolonged exposure...</p>	<p>Price: \$140.00</p> <div style="background-color: #000; color: white; text-align: center; padding: 5px; border-radius: 3px; width: 60px; margin: 0 auto;">VIEW</div>

## 2) Check Your Confirmation Email

After purchase, you will receive a confirmation email with your receipt.

The email will include a **job posting link**.

Qty	Description	Price	Totals
1	Featured Job Posting (60 days) <b>Manage career postings:</b> <a href="https://savt.ca/networking/job_postings.aspx">https://savt.ca/networking/job_postings.aspx</a>  <b>NOTE:</b> This item was taxed at 11%.	\$140.00	\$140.00

Alternatively, you can access the job posting system by entering your purchase details:

- **Website:** [https://savt.ca/networking/job\\_postings.aspx](https://savt.ca/networking/job_postings.aspx)
- **Email:** [Your purchase email]
- **Invoice:** [Your invoice number]

## MY CAREER 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.

### Find My Career Postings

Email Address:

Invoice Number:

**SUBMIT**

### 3) Edit Your Job Posting

Once you enter the system:

- Locate the **pencil icon** under **Options**. Click the icon to start editing your job posting.

## MY CAREER 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	Yes		

### 4) Complete the Job Details

- Fill in all required job advertisement details.
- Set the **Status** to **Active**.
- Click **Submit** to publish your job advertisement.

## CAREER CENTER - SUBMIT AN OPENING

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**

**Your Contact Information**

*This contact information is for administrative use only, it will **not** be included with the details of this opportunity or be otherwise publicly displayed in any way.*

**Your Full Name \***

**Your Email Address \***

**Your Phone \***

**SUBMIT**

**6) Verify Posting**

Your job posting will be reviewed and approved within **two** business days. If it does not appear on the SAVT website after this time, please contact us at **info@savt.ca**.