

ENSURE YOUR JOB OPPORTUNITY REACHES THE RIGHT CANDIDATES



JOB POSTING DIRECTIONS

To post jobs through the FFTA Career Center, you must have an active FFTAConnect account. If you do not have access, [request to join](#), and complete your profile before submitting a job posting to ensure your listing is published and shared across partner sites. Currently, only FFTA Members utilizing FFTAConnect can see who has submitted a job opportunity; Personally identifiable information about who posted a job is unavailable to Nonmembers and external partner sites.



POSTING STANDARDS FOR MAXIMUM VISIBILITY

To maximize visibility across our network of 50+ partner websites, every job posting must include complete and consistent information in both the form fields and the job description body. External boards may only pull from the description text, so redundancy is required for full distribution.



REQUIRED FIELDS (MUST ALSO BE INCLUDED IN THE JOB DESCRIPTION BODY)

- **Job title:** Clear, role-specific title
- **Organization name:** Full, official name
- **Location (city, state):** Include city and state; add “United States,” if appropriate
- **Workplace type:** Remote, Hybrid, or On Location
- **Employment type:** Full-time, Part-time, Contract, etc.
- **Job category:** Examples include Clinical, Administrative, Policy
- **Job summary:** 2–4 sentences capturing mission, scope, and impact
- **Key responsibilities:** Bulleted list of core duties
- **Required qualifications:** Non-negotiable skills, education, licensure
- **Preferred qualifications:** Nice-to-have experience or skills, if applicable
- **Application instructions:** Contact email or application link; include any deadlines
- **Salary range:** Include if available or required by law; add benefits if possible
- **Posting expiration date:** The date the listing should be removed



TIPS FOR A SUCCESSFUL POSTING

- **Use clear language:** Avoid jargon; keep sentences concise
- **Include relevant keywords:** Add industry terms candidates will search for
- **Format for readability:** Use headers and bullet points; avoid dense paragraphs
- **Check accuracy:** Verify titles, links, location, and dates before submitting
- **Upload your logo:** Optional, max 300 × 300 px, to boost visibility



ACCESS AND SUPPORT

- **FFTAConnect access:** Request to join [FFTAConnect](#), and wait for an approval email. Then click the approval link to finish creating your profile.
- **Assistance with job postings, purchases and/or listing removal requests:** Please email fftacareercenter@ffta.org, chat with us [here](#), or call (551) 287-6249.

[CLICK HERE TO POST A JOB OPPORTUNITY](#)

