

## Using the TCEDC job board

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The TCEDC job board is a self-service tool you can use to add, update, hide or delete your organization's job openings on the Trail County Economic Development Commission website.

To ensure that job listings for only Trail County's employers are featured, listings are subject to approval by TCEDC staff.

If you have questions, please email [office@trailcountyedc.com](mailto:office@trailcountyedc.com) or call 701-636-4746.

### Post a job opening

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When you submit your first job listing, a user account will automatically be created for you. You can sign in to manage this and other job listings.

***Note:** To create a duplicate of a previously posted job, see [Manage your postings using the dashboard](#).*

1. Open the Careers page on the TCEDC website (<https://jobs.trailcountyedc.com/>).
2. Click **Submit a Job**.
3. Do one of the following, depending on whether you have an account set up:
  - a. If you have an existing account, click **Sign in** and enter your email address and password.
  - b. If this is your first job posting, enter your email address. Your account details will be confirmed via the email address you enter.
4. In the **Job Title** field, enter the name of the position you are listing.
5. In the **Location** field, optionally enter the city where the position is located.
6. In the **Job type** field, select whether the position is full time, part time, seasonal or a student work position.
7. In the **Job category** field, select the industry with which the position is associated. You can select multiple industries.

8. In the **Description** field, enter information about the position. You can list as much or as little information as you choose, and you also can link to additional information.
9. In the **Application email/URL** field, enter an email address or webpage where applicants can find or request more information about the position.
10. In the **Company name** field, enter the name of your organization.
11. In the **Website** field, enter a URL where applicants can learn more about your organization.
12. If desired, click the link to review the terms and conditions, and mark the check box to verify that you understand and will comply with the terms and conditions.
13. Do one of the following:
  - a. Click **Preview** to view the job listing. Click **Edit listing** to make changes or **Submit listing** to submit the listing to be posted. (Some fields might not display on the preview until the listing is approved.) You will receive an email confirmation when the listing has been approved and published.
  - b. Click **Save Draft** to save your information and return to submit the listings later. For more information, see [Manage your postings using the dashboard](#).

***Note:** If this was your first time submitting a listing, you will receive an email from [wordpress@trailcountyedc.com](mailto:wordpress@trailcountyedc.com) with a link to set your password. If you do not receive the email within a few minutes, please check your spam or junk folder.*

## Manage your listings using the dashboard

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You can use the dashboard to manage the job openings you have submitted to the TCEDC job board. You can update or delete existing listings, or unpublish a listing that you might want to post again later.

1. Open the Careers page on the TCEDC website (<https://jobs.trailcountyedc.com/>).
2. Click **Dashboard** and sign if necessary. Your dashboard will be displayed.

[Return to Job Board](#) | [Submit a Job](#)

Thank you for your employment submissions. We ask that you review and update your submissions on a regular basis to ensure they are current.

Your listings are shown in the table below.

Title	Filled?	Date Posted	Listing Expires
<a href="#">Transportation Manager</a> <a href="#">Edit</a> · <a href="#">Mark filled</a> · <a href="#">Duplicate</a> · <a href="#">Delete</a>	–	May 25, 2022	–

Your job listings will be displayed, and you can see whether they have been approved.

3. Hover your mouse cursor over the job listing you're working with and choose one of the following links:
  - a. To update a job listing, click **Edit**. Make your changes, then click **Save Changes**.
  - b. To create a duplicate of the job listing that you can modify and post, click **Duplicate**. You then can click the **Edit** link to modify the new job listing.
  - c. To unpublish a job listing but keep it in your dashboard to repost at another time, click **Mark filled**.
  - d. To delete a job listing, click **Delete** and confirm the deletion.