



EVERGREEN AREA  
Chamber of Commerce

## How To Submit A Job Posting On The Evergreen Chamber Website

**Step 1:** Go to [EvergreenChamber.org](http://EvergreenChamber.org) and click “Member Login”. Enter your login info.

*If you need your login information please contact our Operations Team at 303.674.3412 or [admin@evergreenchamber.org](mailto:admin@evergreenchamber.org).*

**Step 2:** On the left side of the page there will be a menu. At the bottom of this menu will be a button labeled “Job Postings”, click it.

**Step 3:** Click the blue “Add Job Posting” button on the right hand side of the page (under the advertisement).

**Step 4:** Fill out your job posting information and click “Submit For Approval” at the bottom of the page. This will submit the event for approval by our Operations Team. Typically job postings are approved within 48 hours.

