

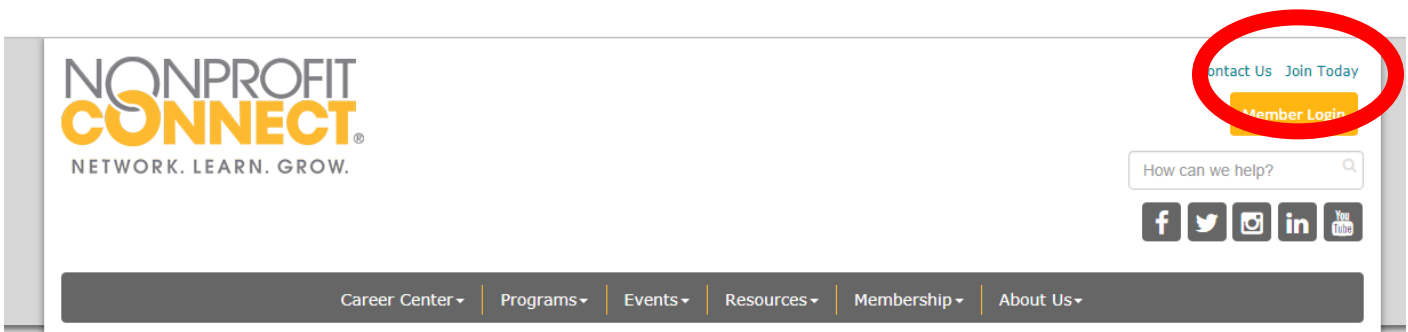
How To: Edit a Job

You can edit your job ad at any time once posted.

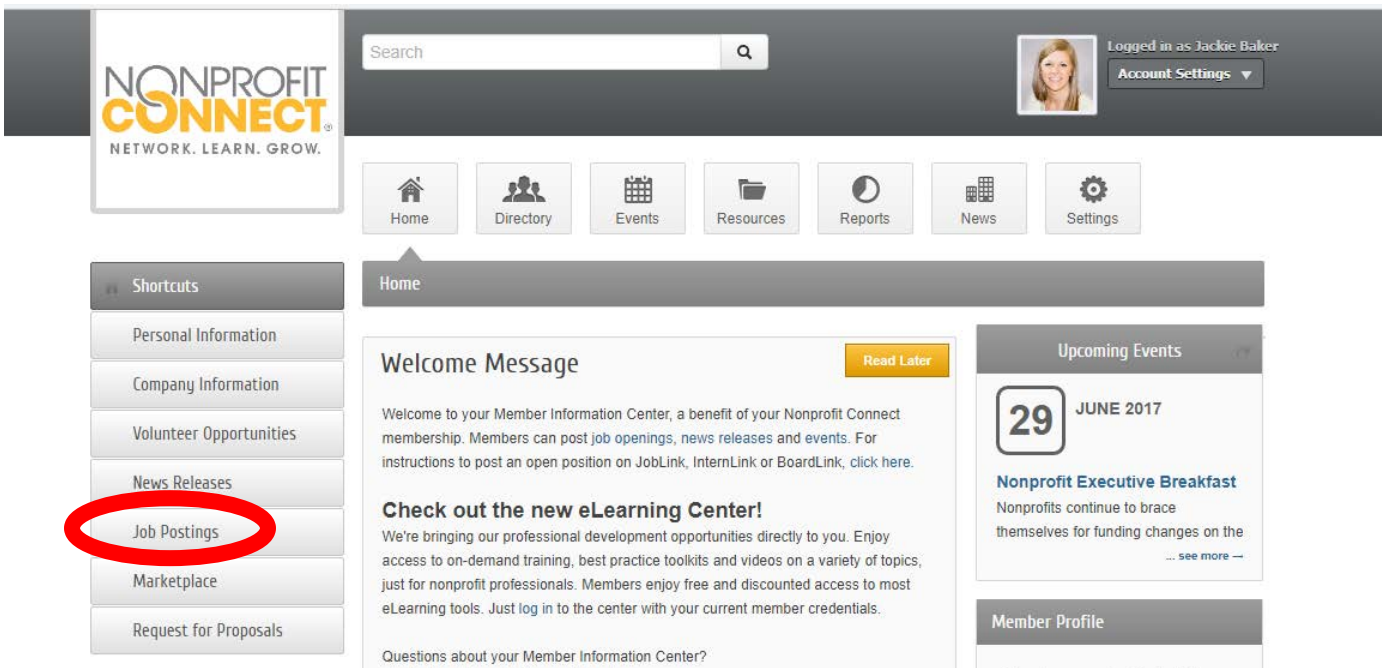
*Our software does not allow you to extend or renew a current job post. You will have to create a new post by copying and pasting the job description from the original post into a new post. Then re-enter the job title, category and payment info.

Need help? Please contact Nonprofit Connect at 816-888-5600 or info@npconnect.org.

1. To edit your job ad, first log in to the Member Information Center at www.npconnect.org/login.



2. Click the **Job Postings** button in the left menu.



3. Then click the orange **Manage Job Postings** button on the top right.

The screenshot shows the Nonprofit Connect dashboard. At the top left is the logo "NONPROFIT CONNECT NETWORK. LEARN. GROW.". To the right is a search bar and a user profile for Jackie Baker with an "Account Settings" dropdown. Below the logo is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left is a sidebar menu with "Community" selected, and sub-items: Volunteer Opportunities, News Releases, Job Postings, Marketplace, and Social Feed. The main content area is titled "Job Postings" and contains a search filter section with fields for Keyword, Category (Any Category), Employer (Any Employer), and a distance filter (Within 25 mi. of). Two orange buttons are visible: "Add Job Posting" and "Manage Job Postings", with the latter circled in red.

4. Select the title of the job posting that you want to edit.

The screenshot shows the "Job Postings - Manage" section of the Nonprofit Connect dashboard. The top navigation and sidebar are the same as in the previous screenshot. The main content area is titled "Job Postings - Manage" and includes an "Add Job Posting" button. Below this is a table titled "Job Postings submitted by Nonprofit Connect". The table has columns for Title, Category, Created, Status, Action, and Delete. The first row of the table, with the title "Board Member", is circled in red.

Title	Category	Created	Status	Action	Delete
Board Member	Board of Directors	9/14/2016	Approved	Preview	<input type="checkbox"/>
Board Member	Board of Directors	8/15/2017	Approved	Preview	<input type="checkbox"/>
Director of E-Learning	Program Planning/Management	9/29/2015	Approved	Preview	<input type="checkbox"/>
Director of E-Learning	Program Planning/Management	11/10/2015	Approved	Preview	<input type="checkbox"/>
Director of E-Learning	Program Planning/Management	11/16/2015	Approved	Preview	<input type="checkbox"/>
Director of Membership	Member Services/Management	3/27/2017	Approved	Preview	<input type="checkbox"/>

5. Edit the position and make sure to press the orange **Save Changes** button on the bottom.