# How To: Edit a Job

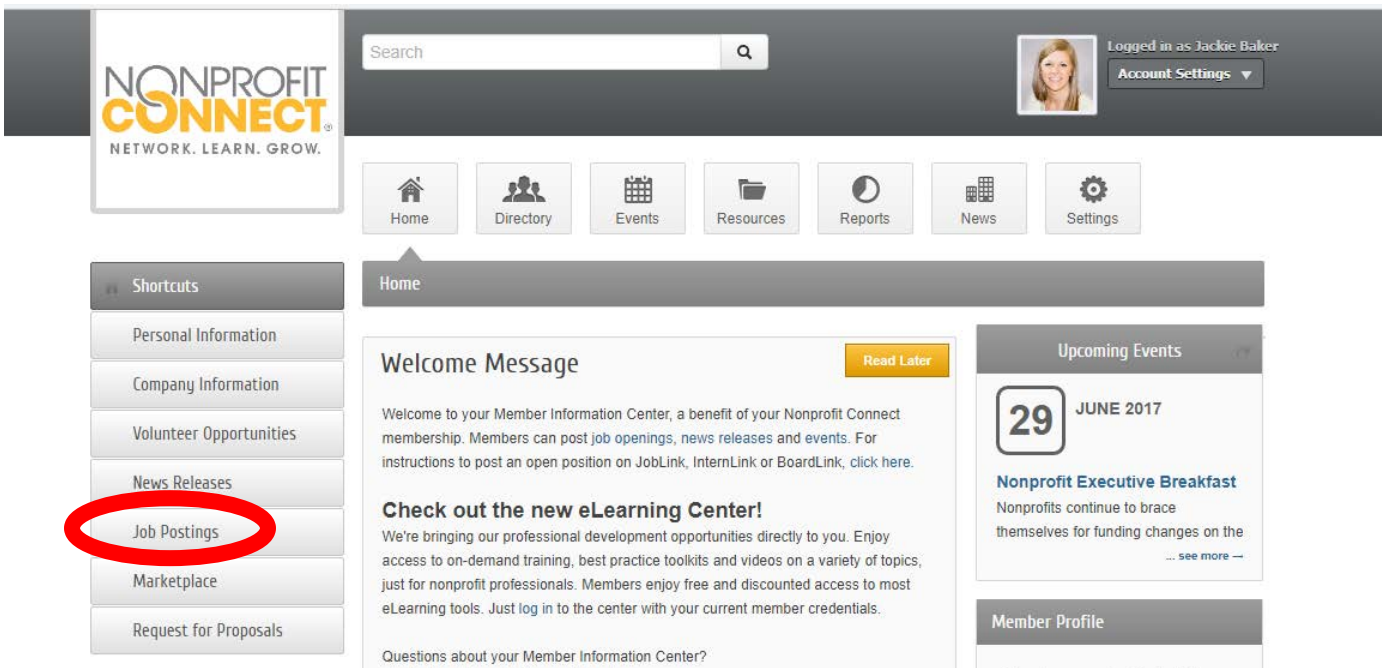You can edit your job ad at any time once posted.

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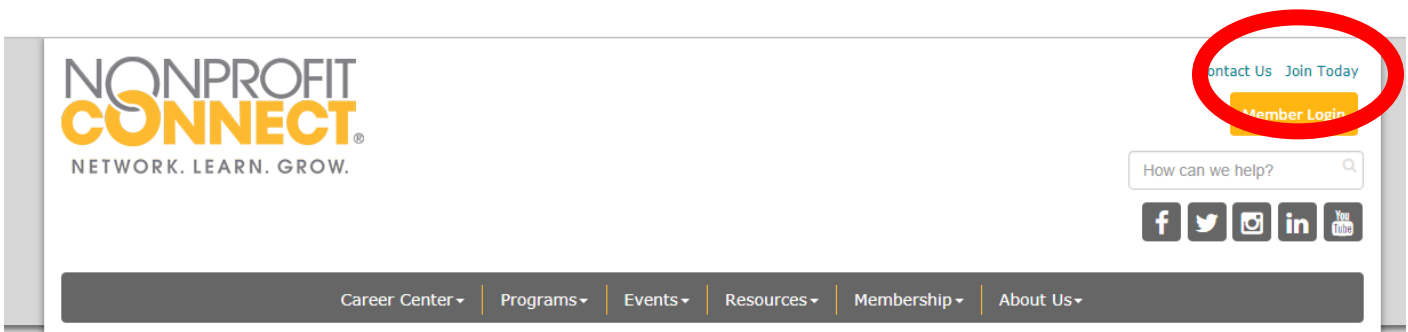
2. Click the **Job Postings** button in the left menu.

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

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

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