



Greater Houston LGBT  
Chamber of Commerce

# Create a Job Posting in the Info Hub

Do more with your **FREE** job postings by creating them in your Chamber member account.

1. Navigate to [www.houstonlgbtchamber.com](http://www.houstonlgbtchamber.com) and click on the Member Login link in the blue bar at the top of the page.



[About Us](#) ▾ [Member Center](#) ▾ [Corporate Partnership](#) ▾ [Doing Business](#) ▾ [Events](#) ▾ [News & Deals](#) ▾

2. Enter your username and password in the Info Hub Login screen and click the blue "Sign In" button to log into your Info Hub account. (Note: Contact the Chamber office at 832-510-3002 or [info@houstonlgbtchamber.com](mailto:info@houstonlgbtchamber.com) if you have any trouble logging in)

Info Hub Login for  
Greater Houston LGBT Chamber of Commerce

Username

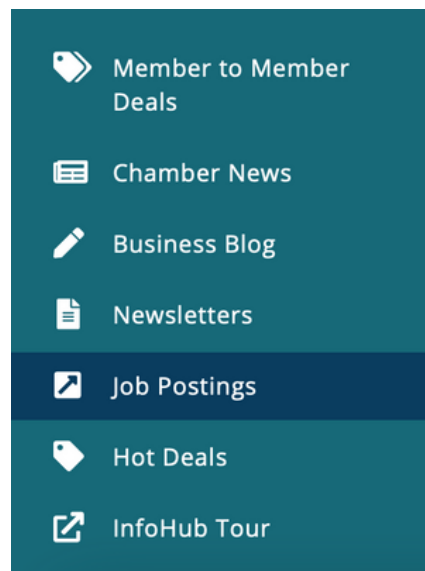
Password

[Forgot your Username or Password?](#)

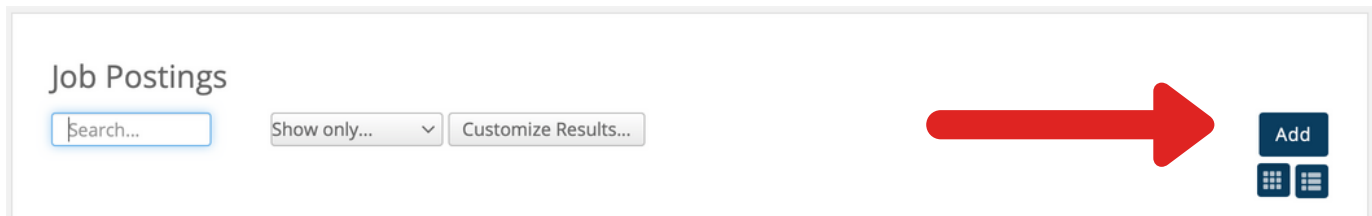
Remember Me

[Sign In](#) [Don't have an Account?  
Create One](#)

3. From the Home screen, scroll down in the blue menu on the left and click on "Job Postings." This will take you to the Info Hub landing page for viewing and adding job postings. Postings added here will also appear on the Job Postings page on the main Chamber website.



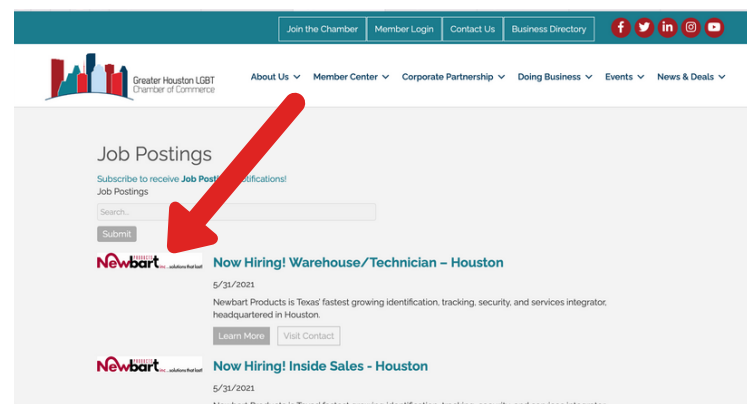
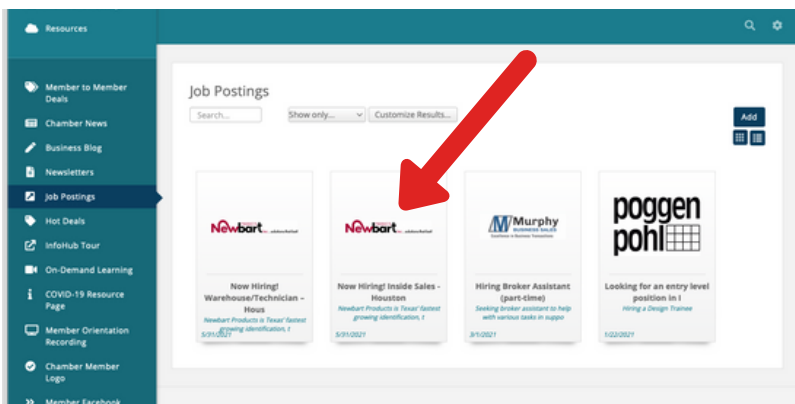
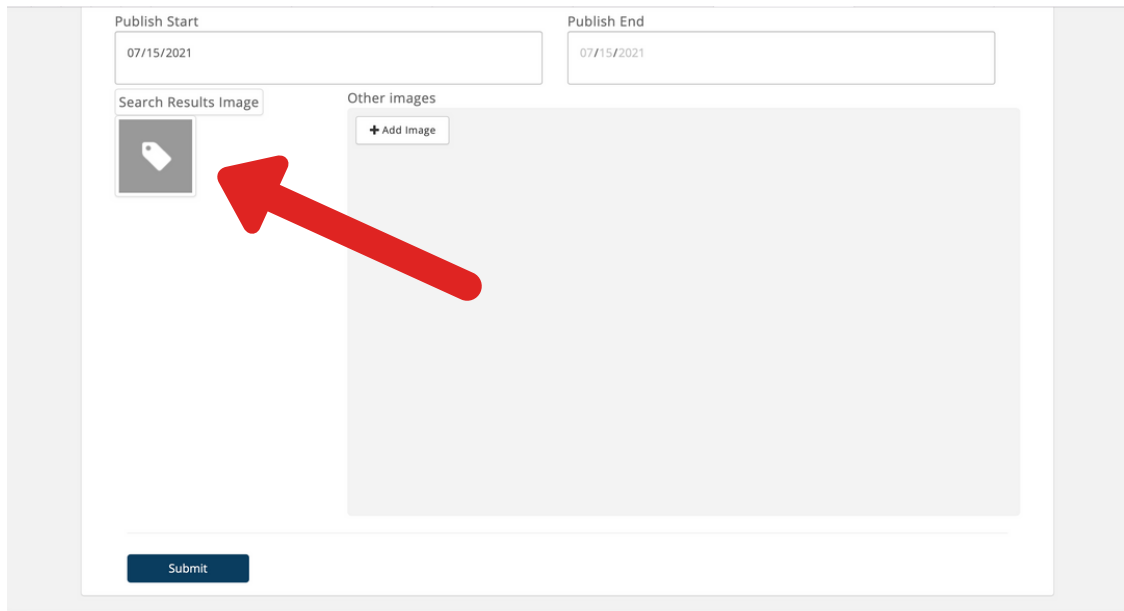
4. Click the blue "Add" button on the top right corner of the Job Postings screen. Have your job description, company logo, and any other relevant images handy.



5. Complete the Job Posting form, including the Job Title, Description, any search terms that are relevant to the job, the contact person and the Publish Start & Publish End dates. Use the text formatting options at the top of the Description box to add bulleted lists, change the color of your text, insert a table, etc.

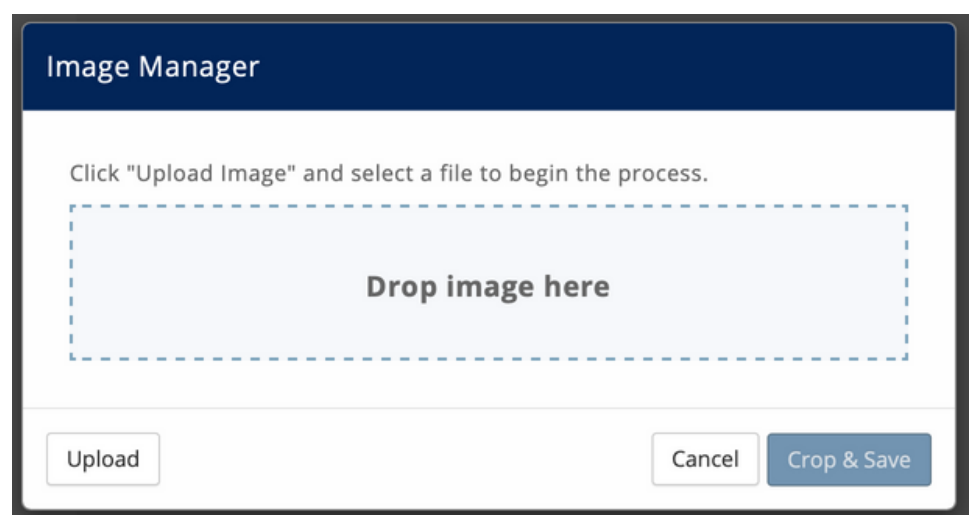
A screenshot of the 'Submit a new Job Posting' form. The form is titled 'Job Posting' and 'Job Postings' with the Greater Houston LGBT Chamber of Commerce logo. It contains the following fields and options: 'Title' (text input), 'Description' (rich text editor with formatting tools like bold, italic, underline, link, unlink, list, and color), 'Search Description' (text input), 'Contact (can edit)' (text input) with a 'Search' button, 'Posted by (displayed publicly)' (dropdown menu showing 'Greater Houston LGBT Chamber of Commerce'), 'Publish Start' (text input with '07/15/2021'), and 'Publish End' (text input with '07/15/2021').

6. Upload your company logo in the "Search Results Image" box on the left. This is the image that will be displayed in the Job Postings listings in the Info Hub and Chamber website. Use a high-resolution PNG or JPG image if available. Images must be smaller than 5 MB to upload successfully.

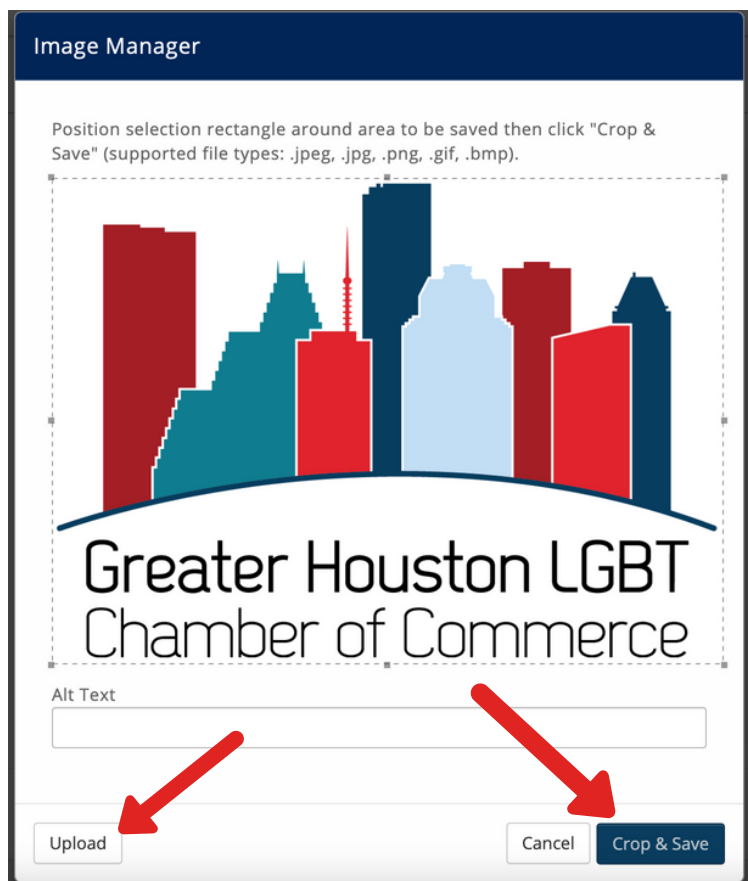


7. If you have any other relevant images that you would like to add to your listing, upload them in the larger "Other images" box on the right.

8. To upload an image, click on the dark grey box on the left (or the "+ Add Image" button for other images). Upload your image to the Image Manager by dragging and dropping the image file from your computer into the "Drop image here" box.

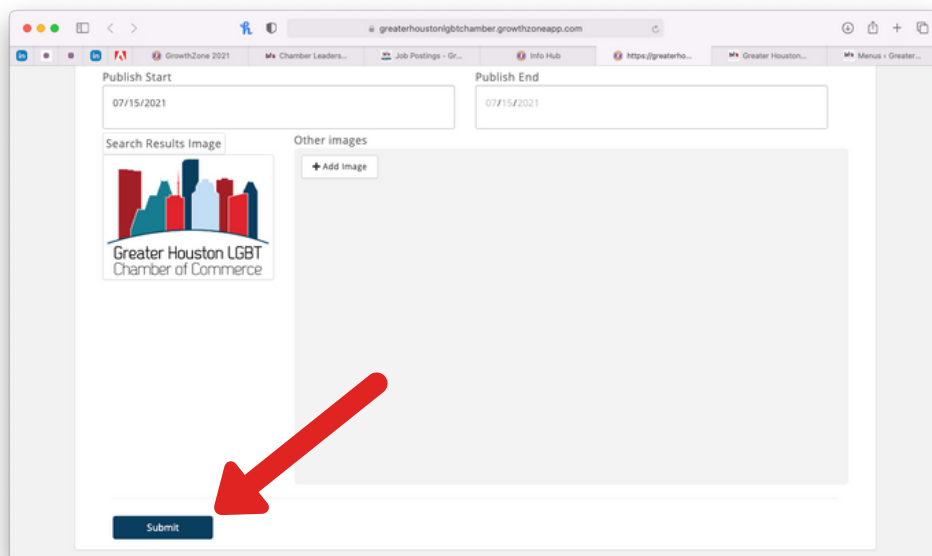


9. When your image appears in the "Image Manager" box, drag the handles on the sides and corners to crop the image (if desired) and then click on the "Crop and Save" button on the bottom right.

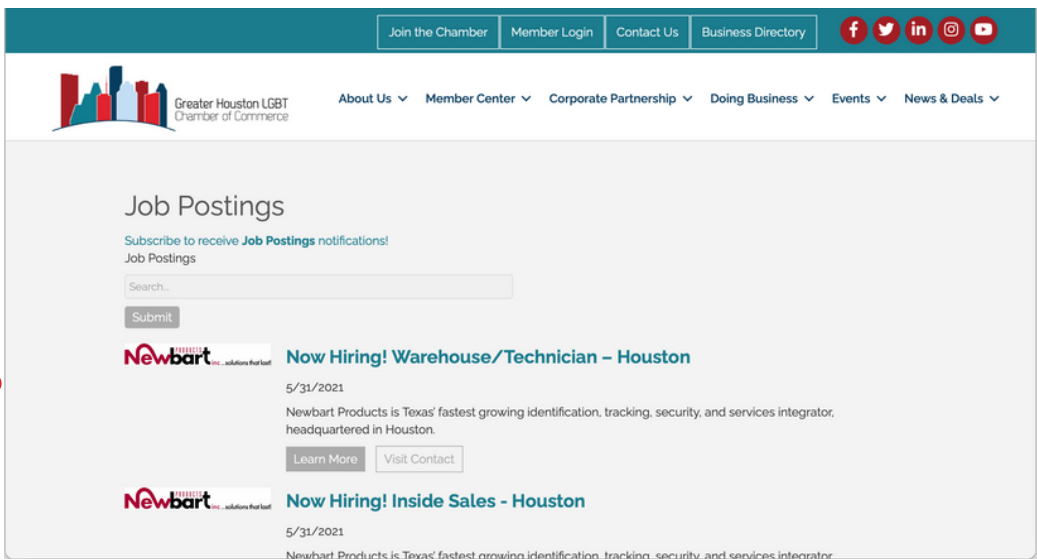
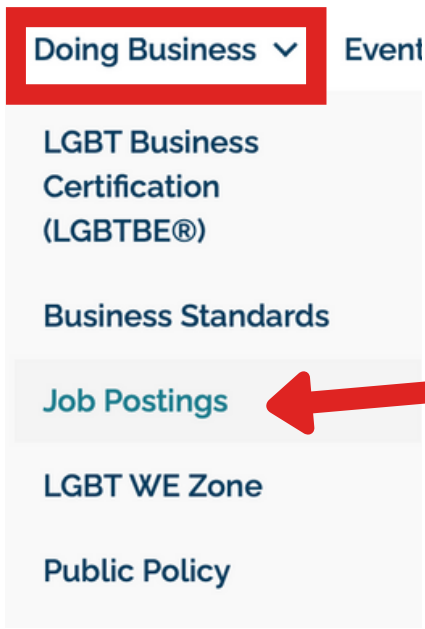


10. If you need to replace the current image and upload a new one, click on the "Upload" button on the bottom left.

11. Once you have completed entering the information and image(s) for your posting, click on the "Submit" button at the bottom left of the form.



12. A Chamber staff member will review your posting and contact you if there are any questions. When the posting is approved you will receive an email and the posting will be viewable on the Job Posting page of the Chamber website and by other members in the Info Hub. Direct job seekers to your posting at <https://business.houstonlgbtchamber.com/job-postings> or by clicking the "Job Postings" link under the "Doing Business" tab of the main website menu.



13. When you are done creating your job posting, log out of your Info Hub account by clicking the gear icon in the top right corner of the Info Hub window and selecting "Logout" at the bottom of the drop down menu. This will take you back to the Info Hub Login screen.

