NH Connections New Hampshire Child Care - Job Board Manager Guide

Important note before you begin:

The Job Board Manager account is different from a NHCIS Account. These are two separate websites.

Job Board Manager:

To list an Early Childhood or Out-of-School Time Employment Opportunity for your organization or program:

1. Go to the **Login** tab and click on the **Job Board Manager** option.

FOR MORE INFORMATION, CALL CHILD CARE AWARE OF NH: 1-855-393-1731 TTY: 1-800-877-83	39
NH CONNECTIONS	
Growing our children's ruture together	
Home About Us + Families + Providers + Communities + Resources COVID-19 + Login + Contact +	٩
NHCIS Login Page	
Job Board Manager	
Welcome to NH Connections	
afterschool resources & referrals for families, providers and communities. Early Childhood & Out-of-School Time	
	1
ARPA/CCASP Child Care Child Care NHCIS	
Families Get Started > Providers Get Connected > Communities Get Involved >	1000

 If you already have a Job Board Manager account, you will enter your username and password in the Returning Job Manager Account Login section located in the upper right corner. If you do not have an account, click the Create an Account button to create one.

Welcome to the Job Manager Page for the New Hampshire Child Care Job Board	Returning Job Manager Account Login Username or Email Address
	Username or Email Address
What is the New Hampshire Child Care Job Board (NHCCJB)	Password
The NHCCJB is the centralized job posting site for child care jobs across the state. It is linked directly by URL to the public awareness comparison and securiting events proporting into apport plates in Early Childhood Heard State, and Cut-of-School Time programs (high	Password
through elementary school across the tate of New Hamphire. Not of these postions are in direct factor or educational programs. They may include roles such as teaching assistants to teachers, comp counselors (see additional information below) and	Remember Me
support tarti, such as cooks, bui advers and atheris in addition, you will find management-level jobs. NHCCJB is not for other critical roles such as interventionists, human resources saft, summer ovenight or part-day weekly camp staft, larger organization Executive Directors (that include non-child care programs), namies, babystiters, etc.	Log in
This one source for applicants will be widely publicized. However, we strongly encourage you to also post positions on the sites listed in the resources below along with your own website. In addition, send out notices of openings to your families (parents can be great	Lost your possword?
employees or offer referrals). We invite you check back to see the "Finding Child Care Staff in New Hampshire Toolkit" available for additional workforce resources, which is coming soon!	10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
What are the program qualifications for posting on the Job Board?	CON ESP
To post a position on the New Hampshire Child Care Job Board you must be one of the following:	
 a New Hampshree-based usensed Child Care Hogram, Family Child Care Program or Out-or-School Time Program a Usensed-Exempt Facility (enrolled in the New Hampshire Child Care Scholarship Program) 	
a New Hampshire-based Early Head Start or Head Start Program a licensed border state aroaram with 60% of your enrollment being children that reside in New Hampshire (verification will be	
necessary)	
 a New Hampshire based summer DAY camp program that is licensed by the state (as a summer camp or child care) and offers a full-day child care component and consistently operates for the full summer. 	

Please email <u>outreach2ccrr@snhs.org</u> with questions or if you need assistance.

3. To Create a Job Board Manager Account, complete all of the required fields and then click the Submit button at the bottom of the page. We will review your submission and provide you access as soon as we can. You will receive an email confirmation from Child Care Aware of NH using the email info@nh-connections.org. Depending on your email settings, this confirmation email may be sent to your spam, junk or clutter. Please remember your username and password entered here. You will need it to login to your account when you are given access.

Home	About Us 🔹 Families	s ▼ Providers ▼ Co	ommunities 🔹	Resources	COVID-19 • Login	• Contact •
As a After Nam	eate an Accou member you have access t filling out the form below, v e *	nt to our Job Board for crec we will review your submi	ating and mana ission and provi	ging posts and t	o our Discussion Board	
Emai Enter Useri	Emoil	Confirm Email	Phone	im Name *		
Pass	word		Confi	rm Password		
s	I'm not a robot	reCAPTCHA Privacy-Terms				

4. When your account is activated you will receive a notification from <u>info@nh-connections.org</u>.

	CCAoNH Access Approved Interx			e	Ø
	info@nh-connections.org <info@nh-connections.org> to me *</info@nh-connections.org>	10:17 AM (0 minutes ago)	☆	*	:
4	Be careful with this message Gmail could not verify that it actually came from nh-connections.org. Avoid clicking links, downloading attachments, or replying with personal information. Report spam Report phishing			0	
	Thank you Testing 123 for requesting access to Child Care Aware of New Hampshire's Job Board and Discussion Board. Your account has been approved. Visit our website for access.				

5. Once your **Job Board Manager** account has been activated, you will be able to login and create your job listing. To get started, select the **Submit Employment Opportunity** button.

Job Dashboard
If you would like to submit an employment opportunity, please click the link below.
Submit Employment Opportunity >
Your listings are shown in the table below.
Title Filled? Date Posted Listing Expires
You do not have any active listings.

Please email <u>outreach2ccrr@snhs.org</u> with questions or if you need assistance.

6. Complete all of the required fields and then click the **Save Draft** button to save your Job Board listing. **SAVE**, **SAVE**, **SAVE**, **SAVE**.

	line.	I
Video (optional)	A link to a video about your company	Tip: Use the shortcut, Ctrl
Twitter username (optional)	@yourcompany	key and V to paste copied
Logo (optional)	Choose File No file chosen	text from a Word document.
	Maximum file size: 15 MB.	
Preview Save Draft		
Click the Preview button to submit your Job B be approved	Board post to a Child Care Aware of NH staff member to preview an	d approve. Please note, Job Board posts may take up to 48 business hours to
Click the Save Draft button to save your Job	Board post to edit later.	

7. After you click Save Draft you will receive a notification your Draft was saved. Then click the **Preview** button to review and submit your Job Board listing.

i Draft was saved. Job listing drafts can be resumed from the job dashboard.							
our account	You are currently signed in a						
Program Name	test 2						
Position Title	Test 2						
Position Location (optional)	Concord NH						
	type the town and state the position is located in.						
Description	$B I \boxplus \forall $						
	Test 2						

8. You will be able to preview and edit your job listing here and when you are done, click Submit Listing

Submit Employment Opportunity	+
Preview	Edit listing Submit Listing
214235	
Rochester, NH Posted 1 second ago	
Full Time	
So fun it will be amazing! learn all about how you can be a great part of our team So fun it will be amazing! learn all about how you can be a grea	So fun it will be amazing! learn all about how you can be a great part of our team & Website

 Once your job is submitted, you will see a notification "Job submitted successfully. Your listing will be visible once approved". Please allow two business days of submission for the approval process. Approval is required to prevent spam.

s	ubmit Employment Opportunity
Γ	✓ Job submitted successfully. Your listing will be visible once approved.
CI be	lick the Preview button to submit your Job Board post to a Child Care Aware of NH staff member to preview and approve. Please note, Job Board posts may take up to 48 business hours to e approved.
CI	lick the Save Draft button to save your Job Board post to edit later.

Please email <u>outreach2ccrr@snhs.org</u> with questions or if you need assistance.

1

10. Upon approval, your screen will indicate your listing is visible for job seekers.

Job Dashboard If you would like to submit an emp Submit Employment Opporte	loyment opportunity, please	click the link below.
Your listings are shown in the table	a below.	
Title	Filled? Date Posted	Listing Expires
214235 Edit • Mark filled • Duplicate • Delete	- April 12, 2022 (October 12, 2022

11. Your job board listing will be visible from the NH Connections Home page. Click the New Hampshire Job Opportunities button.



12. You will see the list of active Early Childhood and Out-of-School Time Employment Opportunities in a list below the blue **Search Jobs** bar. You may have to wait a few seconds for the list of jobs to appear.



Please email outreach2ccrr@snhs.org with questions or if you need assistance.

- 13. You have several options to manage your Job Board listing from the **Job Dashboard.** Place your cursor over the job listing under **Title** to reveal your options.
 - Edit: You may edit your job board listing at any time and it is critical to always remember to save drafts to update your listings later.
 - **Duplicate:** Duplicating a job listing will allow you to recreate a position that wasn't filled or you need to post the same job again. You will only have to change information that is different from your previous listing.
 - **Delete:** To delete an employment opportunity simply select **Delete** and the listing will be erased.
 - Filled: To mark a job board listing as filled, select that option (see #14).
 - To create a completely new position and Job listing not already used, click the Submit Employment
 Opportunity button to enter the new Job information and follow directions beginning at step #5 above.

Job Dashboard If you would like to submit an employmen Submit Employment Opportunity >	nt opport	cunity, please cl	ick the link below.
Your listings are shown in the table below	/. Filled?	Date Posted	Listing Expires
214235 Edit • Mark not filled • Duplicate • <mark>Delete</mark>	~	April 12, 2022	October 12, 2022

14. By marking a job listing as **Filled**, it means that the position will no longer be visible to prospective employees.

	Job Do If you would Submit E	b Dashboard u would like to submit an employment opportunity, plea se all of the link bo Submit Employment Opportunity >							
•	√ 21423	5 has been filled							
	Your listings	are shown in the table below.							
	Title	Fille	ed?	Date Posted	Listing Expires				
	214235	~	/	April 12, 2022	October 12, 2022				

15. Employment opportunities will be listed for 6 months unless you choose to manage your listings on the Child Care Job Board dashboard page. After 6 months listings will automatically be removed.

1

16. If you forget your Job Board Manager password, you may request to have your password reset. If your password is reset, you will receive a notification that looks similar to this and follow the directions.



17. If you make more than 3 failed attempts to login, you may be temporarily locked out. If this happens you will receive a notification and we recommend you wait 4 hours to login again.

