

# 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.

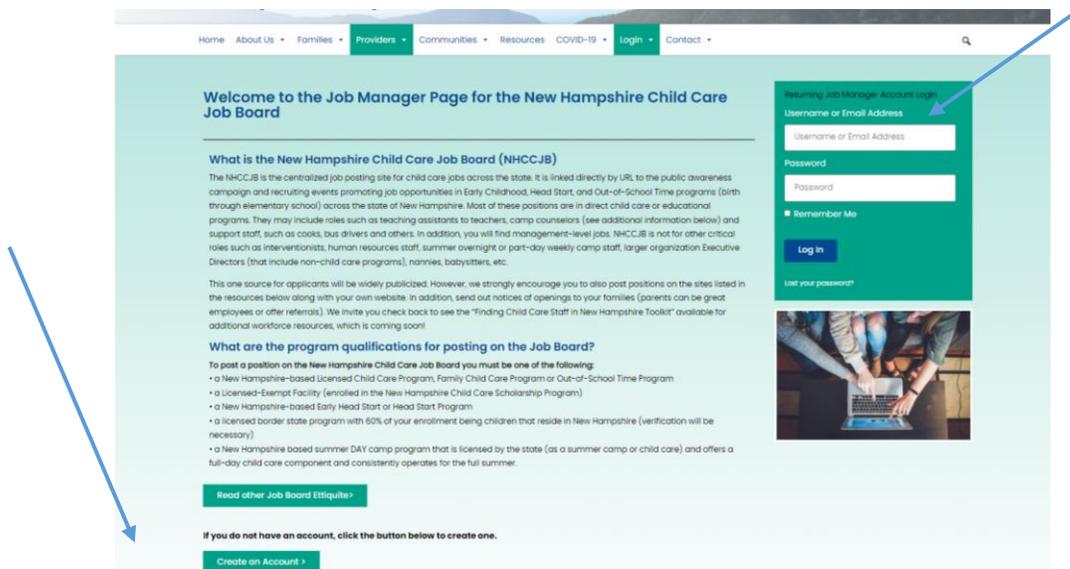
### Job Board Manager:

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.



2. 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.



Please email [outreach2ccrr@snhs.org](mailto:outreach2ccrr@snhs.org) 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](mailto: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 Providers Communities Resources COVID-19 Login Contact

### Create an Account

As a member you have access to our Job Board for creating and managing posts and to our Discussion Board.  
After filling out the form below, we will review your submission and provide you access as soon as we can.

Name \*

First Last

Email \*

Enter Email Confirm Email

Phone

Username \*

Program Name \*

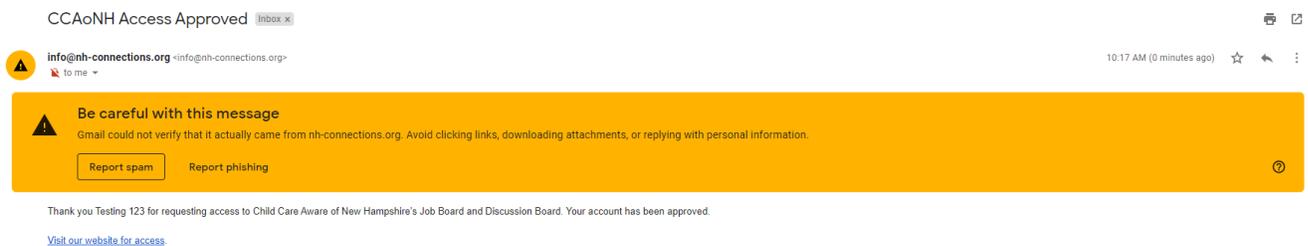
Password

Enter Password Confirm Password

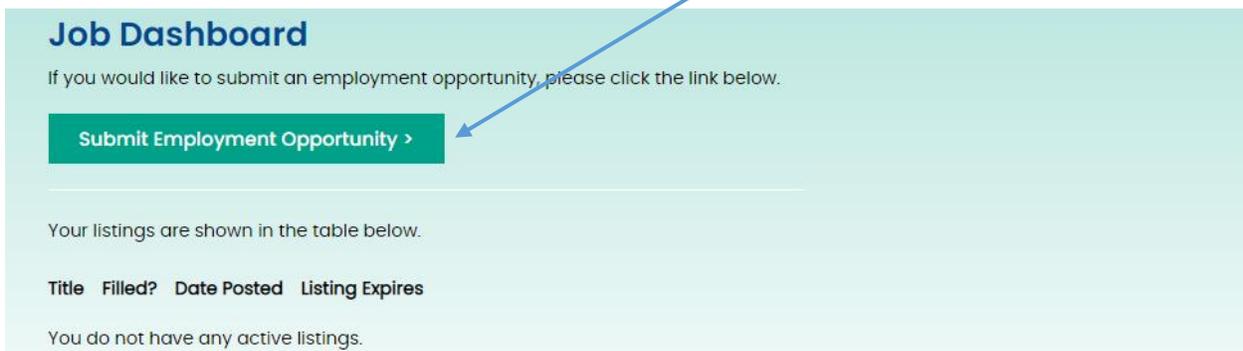
I'm not a robot 

Submit

4. When your account is activated you will receive a notification from [info@nh-connections.org](mailto:info@nh-connections.org).



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.



Please email [outreach2ccrr@snhs.org](mailto:outreach2ccrr@snhs.org) with questions or if you need assistance.

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

Video (optional)

Twitter username (optional)

Logo (optional)  No file chosen  
Maximum file size: 15 MB.

Click 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 be approved.

Click the **Save Draft** button to save your Job Board post to edit later.

Tip: Use the shortcut, Ctrl key and V to paste copied text from a Word document.

- 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.

**Submit Employment Opportunity**

Draft was saved. Job listing drafts can be resumed from the job dashboard.

Your account You are currently signed in as

Program Name

Position Title

Position Location (optional)   
Type the town and state the position is located in.

Description

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

**Submit Employment Opportunity**

**Preview**

**214235**

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*

- 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.

**Submit Employment Opportunity**

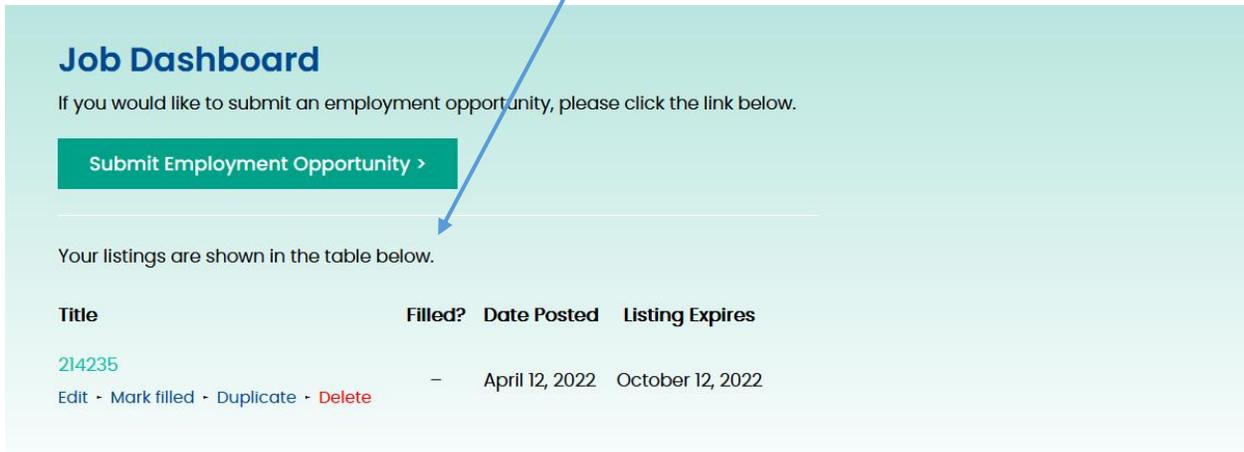
Job submitted successfully. Your listing will be visible once approved.

Click 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 be approved.

Click the **Save Draft** button to save your Job Board post to edit later.

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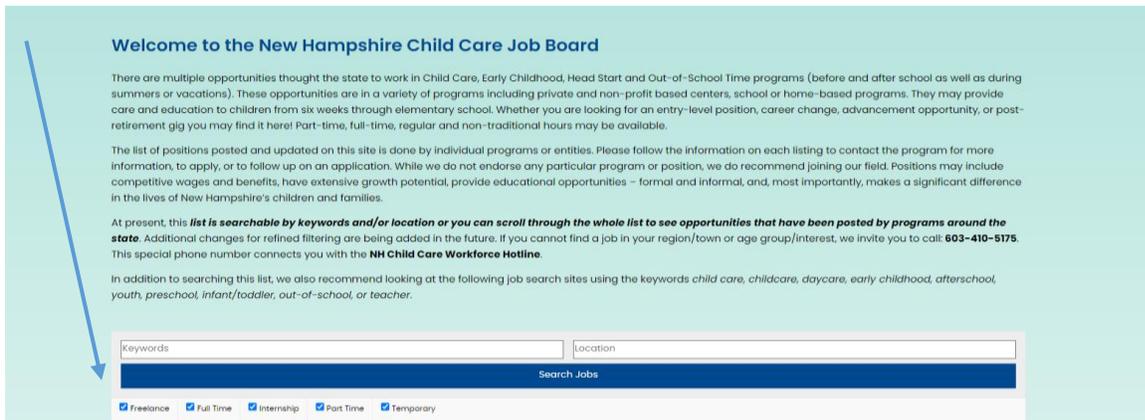
10. Upon approval, your screen will indicate your listing is visible for job seekers.



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](mailto: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 employment opportunity, please click the link below.

[Submit Employment Opportunity >](#)

Your listings are shown in the table below.

Title	Filled?	Date Posted	Listing Expires
214235 <a href="#">Edit</a> - <a href="#">Mark not filled</a> - <a href="#">Duplicate</a> - <a href="#">Delete</a>	✓	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 Dashboard**

If you would like to submit an employment opportunity, please click the link below.

[Submit Employment Opportunity >](#)

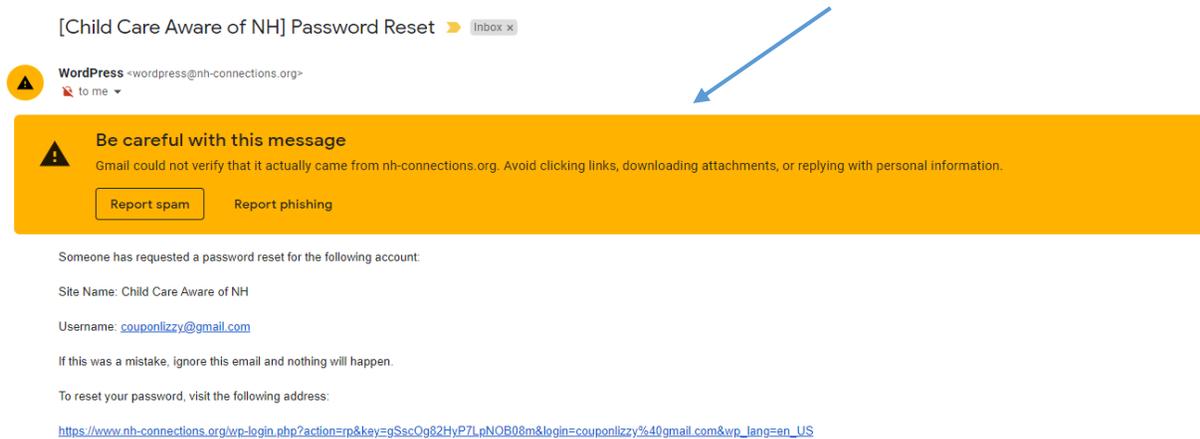
✓ 214235 has been filled

Your listings are shown in the table below.

Title	Filled?	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.

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.



Please email [outreach2ccrr@snhs.org](mailto:outreach2ccrr@snhs.org) with questions or if you need assistance.