Career Center Information

# YourMembership

YourMembership Career Center page went live on Thursday, May 18th 2017. All existing job posts at the time were migrated over to the new format at no additional charge to the Membership. All new postings after May 18th and until the end of May will utilize a coupon code to receive the $100 posting fee. The new posting fee of $149.99 will go into effect June 1st 2017.

The new jobs board features both an Employer and Employee Seeking section so those looking to hire and those looking for new opportunities can connect. Instructions on how to post ads have been uploaded to the MAAO Membership Landing Page. A demonstration of the product is being planned for membership on Wednesday morning of Summer Seminars.

## COMMUNICATIONS OF JOB POSTINGS

There are multiple lines of Communications that are going into effect that will replace the traditional singular email blast when a job gets posted.

### Job flash emails

These emails will be handled by the IS Committee, they will be sent weekly and will consume HTML data from YourMembershp in a preformatted email. It is anticipated these emails will be sent out on Monday’s or Fridays.

### RSS Feed

YourMembership automatically publishes a RSS feed that can be consumed via numerous platforms. MAAO has been set up with a dlvr.it account that consumes the RSS feed and automatically shares it with MAAO’s new Social Media Platforms. The RSS feed is being utilized by a Widget on the front page of the MAAO website. Just like upcoming events there will be a quick view of the Jobs that are available right from our homepage.

### Twitter, Facebook & Linkedin

These accounts have been set up and are now publishing our job adds to anyone who follows us on Twitter, is a fan of our Facebook Page or follows us on LinkedIn. These job postings can be retweeted on Twitter, Tagged or shared on Facebook and Linkedin. The power of social media means our jobs can be and will be seen by more people outside of the Assessing Industry today.

### INDEED, MONSTER, and Other Jobs Boards

YourMembership has full reciprocity with the other online jobs boards. That means when jobs are posted to our Career Center they are automatically picked up by all the other job boards online. Again, this is a significant marketing tool that is benefiting our membership and is exposing our jobs to people outside of the existing MAAO Membership

## ADMINISTRATION OF JOBS BOARD AND SOCIAL MEDIA OUTLETS

The Career Center is fully supported by YourMembership. If there are problems with postings or billings these will be handled by the YourMembership Team. Once the job is submitted the posting is live and a receipt will automatically be generated and emailed to the job submitter.

The Social Media pages are being administrated by the IS Chair, Membership Coordinator and the Education Coordinator.

### WEBADDRESS AND SITE LINKS

**MAAO Website:** <https://maao.memberclicks.net/>

**Memberclicks Admin Site:** <https://maao.memberclicks.net/administrator/index.php?option=com_login>

**YourMembership Career Center:** <http://www.careerwebsite.com/?site_id=22729>

**YourMembership Admin Site:** <https://www.careerwebsite.com/p/account/login/login.cfm>

**Dlvr.it Website:** <https://dlvrit.com/>

**MAAO Twitter Page:** <https://twitter.com/mn_maao>

**MAAO Facebook Page:** <https://www.facebook.com/mnmaao/>

**MAAO LinkedIn Page:** <https://www.linkedin.com/company-beta/22298277/>