



New York State Society of Enrolled Agents

An affiliate of the National Association of Enrolled Agents

INSTRUCTIONS FOR POSTING A JOB OR RESUME

As a benefit to NYSSEA Members, you may post a job listing to the NYSSEA.org website at no cost for 30 days. Non-Members are charged \$100 for a 30-day job posting. Member and Non-Member Job Seekers may also post their resume at no cost.

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Navigate to the Jobs Board

HOME **JOB**S CHAPTERS LEADERSHIP▼ GOVERNANCE▼ JOIN EVENTS▼ FIND A NYSSEA TAX EXPERT MEMBER AREA▼ CONTACT | 🔍 🔒

Select the Appropriate Posting

On the Job Listings Page, you may Post a Job as a Member or Non-Member or Post a Resume as a Job Seeker.

JOB LISTING

NYSSEA Members may post a complimentary job posting. Non-members may post a job for \$100.

Job postings remain on the website for 30 days, are emailed to all members and non-members, and are shared on social media.

POST A JOB - MEMBERS

POST A JOB - NON-MEMBERS

JOB SEEKER

How to Post a Job as a NYSSEA Member

1. From the drop-down menu next to Listing Type select Job Listing
2. Enter the Position Title
3. Enter the Company Name

4. Copy and paste the job description into the WYSIWYG Editor. It's important to note that formatting may need to be updated unless you paste without formatting. To do this, highlight the job description text from the document and then click into the box. For Mac users, type Shift + Option + Command + V. For PC users type Ctrl + Shift + V. Once the text is pasted, double check the formatting and hyperlinks.
5. Enter Your Name
6. Enter Your Email address
7. Click Submit

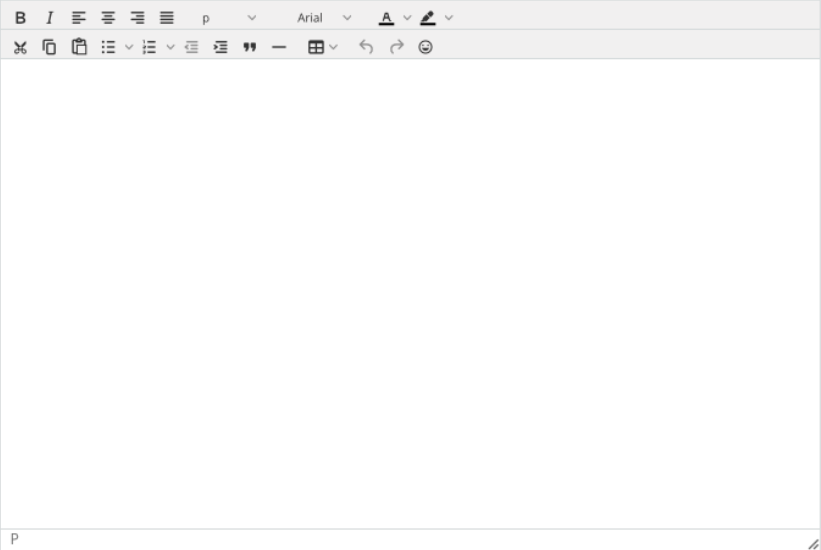
POST A JOB - MEMBERS

* Listing Type

* Position Title

* Company Name

* Job Description



* Contact Name

* Contact Email

Confirmation

You will receive an email that confirms receipt. Within 24 business hours your ad will be found on the Jobs page. Then the Job will be emailed to all NYSSEA members and shared on our social media channels.

How to Post a Job as a NYSSEA Non-Member

1. From the drop-down menu next to Listing Type select Job Listing
2. Enter the Position Title
3. Enter the Company Name
4. Copy and paste the job description into the WYSIWYG Editor. It's important to note that formatting may need to be updated unless you paste without formatting. To do this, highlight the job

description text from the document and then click into the box. For Mac users, type Shift + Option + Command + V. For PC users type Ctrl + Shift + V. Once the text is pasted, double check the formatting and hyperlinks.

5. Enter Your Name
6. Enter Your Email address
7. Click Submit

POST A JOB - NON-MEMBERS

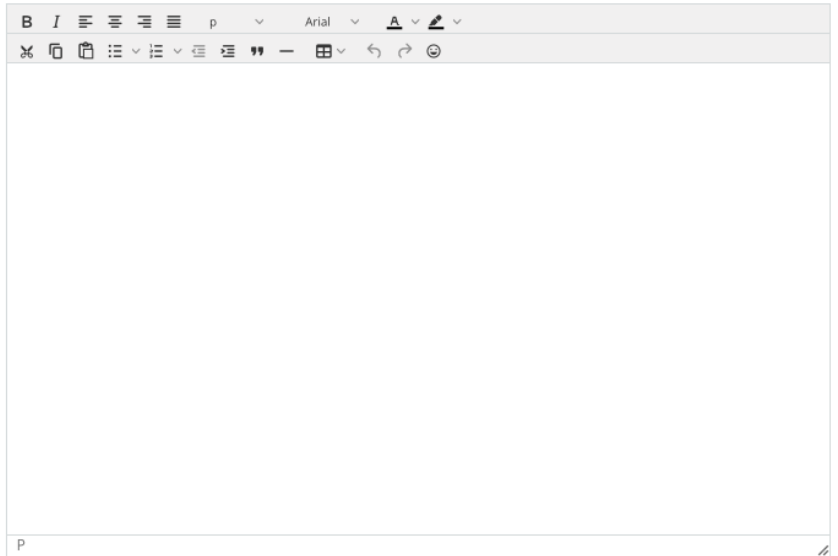
* Listing Type

--Please select--

* Job Title

* Company

* Job Description



A rich text editor interface with a toolbar at the top containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. The main area is a large empty text box. The bottom of the editor shows a small 'P' icon, likely for paragraph alignment.

* Contact Name

Patrick Algyer

* Contact Email

patrick@encoreengagement.com

SUBMIT

CLEAR

Payment

Once the Submit button has been clicked, you will be directed to the Payment Screen.

Order Information

Item	QTY	Price	Total
Fee For Form Post A Job - Non-Members	1	\$100.00	\$100.00
Subtotal:			\$100.00
Order Total:			\$100.00

Credit Card Information



Save card details for faster checkout next time?

Card Number

Name on Card

Expiration Month

Expiration Year

Credit Card Validation Code

Billing Information

Please enter information as it appears on the billing statement.

First Name

Last Name

Address

City

State

Zip

Phone

Email

CANCEL

SUBMIT PAYMENT

Confirmation

You will receive an email that confirms receipt. Within 24 business hours your ad will be found on the Jobs page. Then the Job will be emailed to all NYSSEA members and shared on our social media channels.

How to Post as a Job Seeker

1. From the drop-down menu next to Listing Type select Job Seeker
2. Enter Your Name
3. Enter Your Email Address
4. In the WYSIWYG Editor, enter information about yourself and the job you're seeking. It's important to note that formatting may need to be updated unless you paste without formatting. To do this, highlight the job description text from the document and then click into the box. For Mac users, type Shift + Option + Command + V. For PC users type Ctrl + Shift + V. Once the text is pasted, double check the formatting and hyperlinks.
5. Upload Your Resume
6. Click Submit

Confirmation

You will receive an email that confirms receipt. Within 24 business hours your ad will be found on the Jobs page. Then the Job will be emailed to all NYSSEA members and shared on our social media channels.