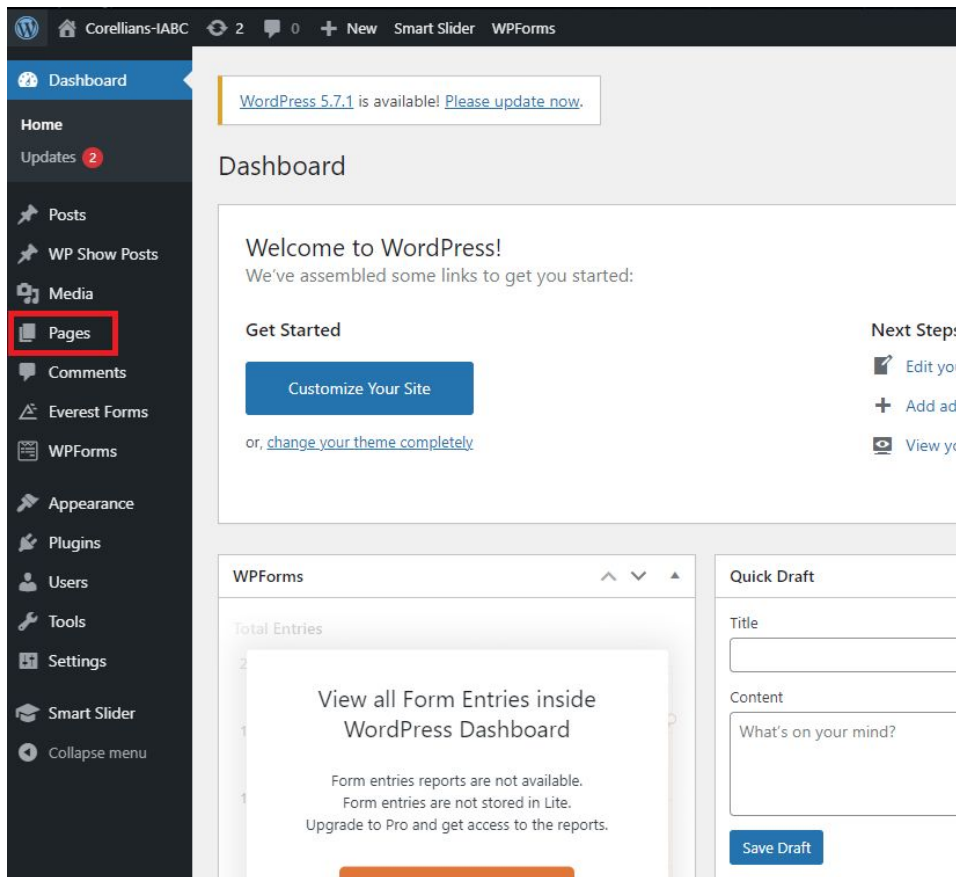


How to Add A Job Posting

IABC Regina - Corellians



Step 1

Go to the Admin Dashboard and click Pages in the sidebar.

WordPress dashboard header: Corellians-IABC, 2, 0, + New, Smart Slider, WPForms

Left sidebar menu: Dashboard, Posts, WP Show Posts, Media, **Pages**, All Pages, Add New, Comments, Everest Forms, WPForms, Appearance, Plugins, Users, Tools, Settings, Smart Slider, Collapse menu

WordPress 5.7.1 update notification: WordPress 5.7.1 is available! Please update now.

Pages section: Add New

Filters: All (8) | Published (8) | Trash (11)

Actions: Bulk actions, Apply, All dates, Filter

<input type="checkbox"/>	Title
<input type="checkbox"/>	About Us
<input type="checkbox"/>	Blog
<input type="checkbox"/>	Careers
<input type="checkbox"/>	Edit Quick Edit Trash View Clone New Draft Rewrite & Republish
<input type="checkbox"/>	Events
<input type="checkbox"/>	Home — Front Page
<input type="checkbox"/>	Membership
<input type="checkbox"/>	Sponsorship
<input type="checkbox"/>	Volunteer
<input type="checkbox"/>	Title

Bottom actions: Bulk actions, Apply

Step 2

Click on the edit option under the Careers page title

Step 3

- 1) Click inside the coloured border
- 2) Once the option bar pops up click on the three black dots

The screenshot shows the WordPress Gutenberg editor interface. At the top, there's a header bar with the WordPress logo, a plus icon, and various editing tools. Below this is a blue banner image. The main content area features a job posting titled "CAREER BOARD" and "COMMUNICATIONS ADVISOR - SASKATCHEWAN RESEARCH COUNCIL". The job posting is enclosed in a light blue border. A red border highlights the entire job posting block, and a red box highlights the three-dot menu icon in the block's toolbar. The job posting content includes a "JOB OVERVIEW" section, a "LOCATION" (Regina, Saskatchewan), a "POSITION TERM" (Full Time, Permanent), an "APPLICATION CLOSING DATE" (07-Apr-2021), "RESPONSIBILITIES", and "SKILLS". On the right side, there's a sidebar with options like "Page", "Block", "Group", "Color settings", and "Advanced".

Starter Templates

Switch to draft Preview Update

Page Block

Group Combine blocks into a group

Color settings

Advanced

CAREER BOARD

COMMUNICATIONS ADVISOR - SASKATCHEWAN RESEARCH COUNCIL

JOB OVERVIEW

The Saskatchewan Research Council's (SRC) Communications, Growth Services and Risk Division is seeking a Communications Advisor to join the Communications section. This position develops and implements internal and external communications strategies and projects that support SRC's goals and priorities.

LOCATION: Regina, Saskatchewan
POSITION TERM: Full Time, Permanent
APPLICATION CLOSING DATE: 07-Apr-2021

RESPONSIBILITIES

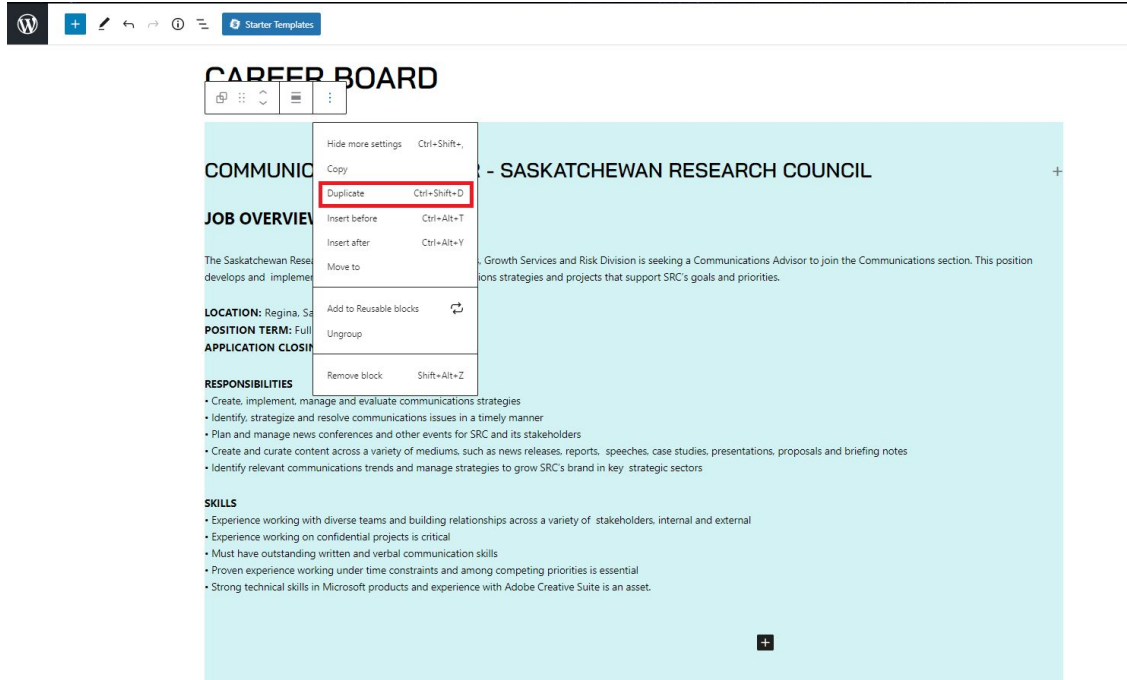
- Create, implement, manage and evaluate communications strategies
- Identify, strategize and resolve communications issues in a timely manner
- Plan and manage news conferences and other events for SRC and its stakeholders
- Create and curate content across a variety of mediums, such as news releases, reports, speeches, case studies, presentations, proposals and briefing notes
- Identify relevant communications trends and manage strategies to grow SRC's brand in key strategic sectors

SKILLS

- Experience working with diverse teams and building relationships across a variety of stakeholders, internal and external
- Experience working on confidential projects is critical
- Must have outstanding written and verbal communication skills
- Proven experience working under time constraints and among competing priorities is essential
- Strong technical skills in Microsoft products and experience with Adobe Creative Suite is an asset.

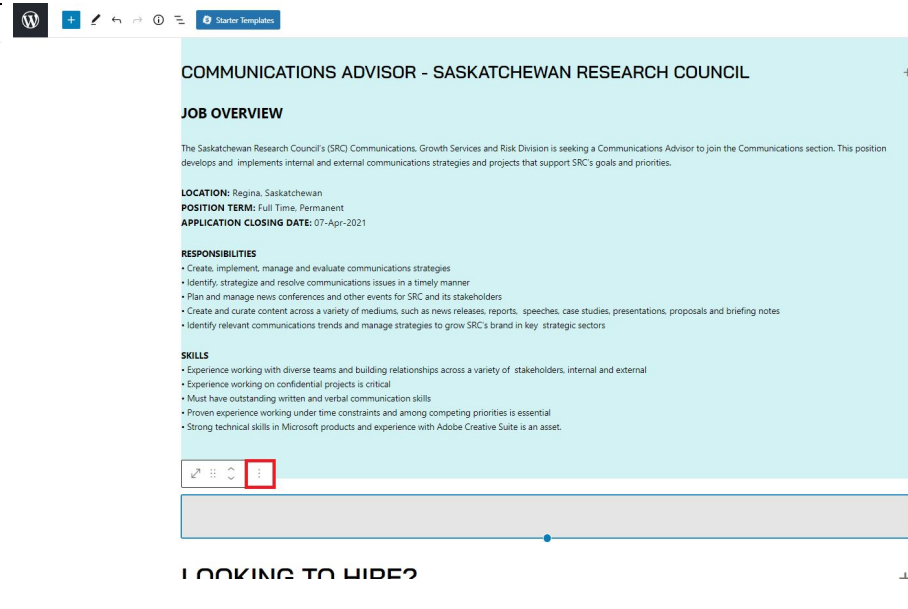
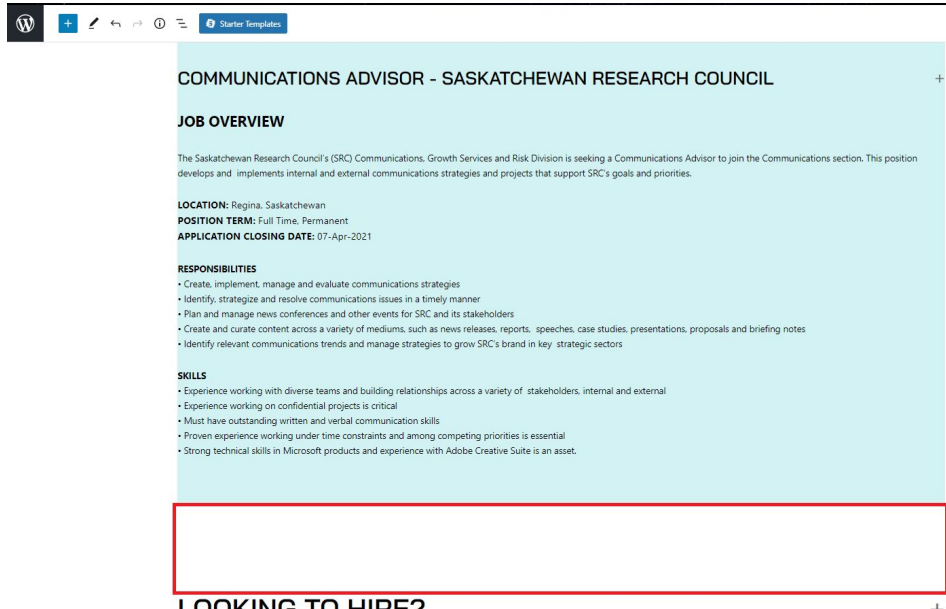
Step 4

- 1) Select the duplicate option
- 2) You can then copy and paste the information for the emailed form on to the new block
- 3) Be sure to paste the title separately from the rest of the description



Step 5

- 1) To ensure the spacing on the pages remains consistent click in the empty space under the new Job posting block
- 2) Once the options bar appears click on the red box and select the duplicate option once again



Step 6

- 1) Once the spacer is duplicated you can either click and drag on the 6 dots or press the up arrow to move the spacer in between the two postings

The screenshot shows the WordPress Gutenberg editor interface. The main content area displays a job posting template. The top section is titled "JOB OVERVIEW" and contains text about the Saskatchewan Research Council's (SRC) Communications, Growth Services and Risk Division. Below this, there are sections for "LOCATION", "POSITION TERM", and "APPLICATION CLOSING DATE". The "RESPONSIBILITIES" section lists several tasks, and the "SKILLS" section lists several requirements. At the bottom of the main content area, there is a duplicated spacer block, which is a light blue rectangle. A red box highlights the six dots on the left side of this block, indicating where to click and drag to move it. The right sidebar shows the "Block" settings for the selected spacer block, with the "Update" button highlighted in red. The "Block" settings include a description of the spacer, "Spacer settings" (Height in pixels: 75), and an "Advanced" section.

WordPress Starter Templates

Switch to draft Preview **Update** ⚙️ ⋮

JOB OVERVIEW

The Saskatchewan Research Council's (SRC) Communications, Growth Services and Risk Division is seeking a Communications Advisor to join the Communications section. This position develops and implements internal and external communications strategies and projects that support SRC's goals and priorities.

LOCATION: Regina, Saskatchewan
POSITION TERM: Full Time, Permanent
APPLICATION CLOSING DATE: 07-Apr-2021

RESPONSIBILITIES

- Create, implement, manage and evaluate communications strategies
- Identify, strategize and resolve communications issues in a timely manner
- Plan and manage news conferences and other events for SRC and its stakeholders
- Create and curate content across a variety of mediums, such as news releases, reports, speeches, case studies, presentations, proposals and briefing notes
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- Experience working on confidential projects is critical
- Must have outstanding written and verbal communication skills
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- Strong technical skills in Microsoft products and experience with Adobe Creative Suite is an asset.

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LOOKING TO HIRE? +

First, complete the payment of \$100 for this job posting. Then proceed to complete the form below.

Step 7

- 1) Once the spacer is in the right spot between the two position postings you can press the update button to save your changes!

The screenshot shows the WordPress Gutenberg editor interface. The main content area contains two identical job posting blocks, each titled "COMMUNICATIONS ADVISOR - SASKATCHEWAN RESEARCH COUNCIL". The top block is expanded, showing sections for "JOB OVERVIEW", "LOCATION: Regina, Saskatchewan", "POSITION TERM: Full Time, Permanent", "APPLICATION CLOSING DATE: 07-Apr-2021", "RESPONSIBILITIES", and "SKILLS". A grey "Spacer" block is positioned between the two job posting blocks. A blue dot on the bottom edge of the spacer indicates it is selected. A "Move up" button is visible on the left side of the spacer. On the right side of the editor, the "Block" settings panel is open, showing the "Spacer" block settings. The "Update" button in the top right corner of the editor is highlighted with a red box.

WordPress Gutenberg Editor Interface:

- Top Bar: Includes icons for adding blocks, undo, redo, and a "Starter Templates" button.
- Main Content Area: Displays two identical job posting blocks separated by a "Spacer" block.
- Block Settings Panel (Right): Shows the "Spacer" block settings, including "Height in pixels" (set to 75) and an "Advanced" section.
- Update Button: A blue button in the top right corner of the editor, highlighted with a red box.