**Job Posting Form**

Thank you for your interest in posting your available job to our NTCA Job Board. To post your job and find the right candidate for your role, please provide us the following information. Fields in **red** are required, while fields in **black** are recommended but not required.

Once you have completed this form, please return it to [info@ntcassoc.org](mailto:info@ntcassoc.org?subject=NTCA%20Job%20Posting) to be posted.

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| **NTCA Member Name:** | Click or tap here to enter text. |
| **NTCA Member Email:** | Click or tap here to enter text. |

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| **Job Title:** | Click or tap here to enter text. |
| **Job Location:**  *City, State* | Click or tap here to enter text. |
| **Company:** | Click or tap here to enter text. |
| **Company Website** | Click or tap here to enter text. |
| **Hiring Range:** | Click or tap here to enter text. |
| **Job Summary:** | Click or tap here to enter text. |
| **Job Duties:**  *Essential Functions* | Click or tap here to enter text. |
| **Education & Experience:**  *Required levels* | Click or tap here to enter text. |
| **Preferred Education, Experience, or Skills:** | Click or tap here to enter text. |
| **Work Conditions / Physical Requirements:** | Click or tap here to enter text. |
| **Job Type:** | Choose an item. |
| **Job Schedule:** | Choose an item. |
| **How to Apply:**  *Contact information for applicants (i.e. Name, email, web address for online application, phone number, etc.)* | Click or tap here to enter text. |

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| **Post Until:** | Click or tap to enter a date. |

*If your role is filled prior to the intended removal date, please let us know and we will remove the posting from our site to keep the available roles current for our members. If no post removal date is indicated, NTCA will remove the posting in 3 months unless renewed.*

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| **Are you posting on behalf of the hiring organization or a search firm?** *This will not modify how we post your job.* | Choose an item. |

NTCA intends to periodically post newly listed jobs as content posts to various social media sites, including but not limited to LinkedIn, Facebook, and Twitter. Jobs will only be posted to various social media sites if the hiring company completes the form, not an agency. If you want your job to be posted on these social media sites via the NTCA heading with a link to the NTCA listing, please opt in below:

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| **If you want NTCA to post your job listing to any social media sites, please opt in by checking the box to the right.** | Opt In |

By submitting this form for posting, you acknowledge and agree to the following requirements:

* There is currently no charge to post a job on the NTCA website.
* Job Poster must provide contact information & login prior to posting.
* NTCA reserves the right to edit for typos and minor content.
* NTCA reserves the right not to post a job.