

## **How to Post a Job Opening**

The League is happy to share job opportunities on behalf of our affiliated credit unions on The League's website, <a href="www.the-league.coop">www.the-league.coop</a>. Please submit job postings to <a href="webmaster@the-league.coop">webmaster@the-league.coop</a> in either PDF format or Microsoft Word format.

Please make sure each listing is complete as submitted – we do not edit your listings before posting.

All job listings to be posted on The League website MUST include the following:

- Credit union name
- Job Title
- Job Location
- Instructions on how to apply for the position (mailing address, email address, website link, etc.)

If your listing includes an expiration date, we will delete it from the website on that date unless otherwise notified. Please contact us when a position posted on the site is filled and we will remove the listing as soon as possible.