

Reach Hire Platform

Guide for Employers



About Reach Hire

Reach Hire is Alberta's nonprofit career source. The platform is a one-stop destination connecting job seekers with paid positions in the nonprofit sector, and posting your organization's open positions is easy!

Job postings on Reach Hire are for paid positions in the nonprofit sector, whether full-time, part-time, contract, or temporary. Positions within government or the private sector may be posted if they work primarily with the nonprofit sector.

Reach Hire cannot accommodate volunteer positions. To post your volunteer position, please visit [the Volunteer Connector website](#).

Pricing Information

Important note: job posting 'credits' must be pre-purchased prior to posting a job. Please see below for more details on how to post as a CCVO Member, or a non-member.

CCVO MEMBER PRICING

CCVO Members receive a 50% discount on job postings, depending on which package they choose. Members can redeem this discount with the exclusive CCVO Member codes, applied at checkout. ***These codes have been emailed to current CCVO Members who are active employers in the Reach Hire system.*** Credits must be pre-purchased, at checkout, prior to posting a job.

CCVO members also receive one free posting per year. This code was sent to the primary contact for CCVO Membership for member organizations. This code, like the member discount codes mentioned above, must be entered at checkout, prior to posting a job.

If you have a question about the above processes, or didn't receive your code(s), please contact us at reachhire@calgarycvo.org. Not sure if your organization is a member? Please visit CCVO's online [member directory](#). For information about CCVO Membership, please visit the [CCVO Member website](#).

NON-MEMBER PRICING

Job postings for non-CCVO Members start at 180 CAD per 30-day posting, depending on which package they choose. [See our pricing guide here](#) for upgrade options and features for employers. As noted above, CCVO Members receive 50% off Reach Hire job postings, starting at 90 CAD per posting, in addition to one free post per year. For information about becoming a CCVO Member, please visit the [CCVO Member website](#).

Posting a Job

To post jobs on Reach Hire, you will have to either **Sign in** using your existing employer account, or **Register** for an employer account if one does not already exist. Please note that organizations can have one account for all job postings, but you can create multiple **User Accounts** in the **My Account** section. Additional user accounts will allow you and your colleagues to use and work together on a wide variety of tasks such as job management, and resume search. You retain full control over the accounts and can revoke access at any moment. Please allow for 2 business days for employer account verification before posting any new job postings.

Once you have **Signed in** to your organization's account, you will need to pre-purchase a credit before you can enter your job description and information. Select the **Post a Job** button in the main menu, and follow the prompts.

FOR CCVO MEMBERS

The new Reach Hire platform requires employers who are current CCVO Members to enter a member discount code when posting positions. These codes have been emailed to the main email associated with the employer account. If you did not receive these codes, please contact us at reachhire@calgarycvo.org.

If you are a CCVO member and have not yet used your free posting (applicable for all members; limit one free posting per membership year), please enter and apply the coupon code at checkout. If you have questions or concerns regarding your free posting or the coupon, please contact us at reachhire@calgarycvo.org.

STEPS FOR POSTING JOBS

To edit, preview, suspend, copy, or view statistics on your posting, select the **Manage Jobs** tab in the menu bar.

When you are posting a job, please enter all of the job details in the job description box include information about your organization, particulars for the position, and expectations for applicants. We strongly suggest that you enter as much information as possible so that key words can be used to increase your positions visibility to job seekers.

1. *Existing employers:* **Sign in** to your Reach Hire employer account with your existing login details. *New employers:* **Register** as an employer to create a new account.
2. Click on the **Post a Job** option.
3. You will be asked to select a pricing option (Exclusive Member Pricing or Non Member pricing). **Select** the appropriate option and then add the package you want, click **Add to cart**, and pre-purchase a credit before posting.
 - **Please note:** If you are a CCVO member, enter and **apply** your CCVO Member promo code at checkout. If you have not yet used your free job posting as a CCVO member, enter the coupon code that was sent to the primary contact for CCVO Membership. If you have a question about this process, or didn't receive your membership code(s), please contact us at reachhire@calgarycvo.org.
 - Payments can only be made by credit card via PayPal at this time.
4. Once you have completed the payment portion, you can fill in the job posting fields as completely as possible.

- Select the **Job Category** that best suits your organization; if none of the options apply, select "Other".
 - The **Job Description** should include as much information as possible, including details about the position, the expectations, required experience, and information about the organization.
 - Under **Manage Applicants**, you can select the location you would like applicants to apply through. Selecting 'Use your job board account' and "Use your email address" will take applicants through the process on the Reach Hire platform. Selecting 'Use your website' will direct applicants to your organization's website or custom application.
 - Once you have filled out the appropriate fields, click **Post Job**.
5. Your job will be posted live on the site for at least 30 days, some for 60 days, depending on the package purchased. To edit, preview, suspend, copy, or view statistics on your posting, select the **Manage Jobs** tab on the menu bar.

If you have any questions or concerns regarding the posting process, please feel free to contact us by phone at 403.261.6655 or by email at reachhire@calgarycvo.org.

Making changes to an active job posting

To edit, suspend or view statistics on your active jobs, click on the **Manage Jobs** tab, then **Your Jobs** and select the job you wish to review. In the **Manage Jobs** section, you can edit, preview, suspend, or copy jobs.

Trouble finding a job posting

If you're having trouble locating your job posting, click on the **Manage Jobs** tab, then **Your Jobs**. From here, click on the **Show** drop down menu where you will be able to find Active, Expired, Incomplete, or Suspended Jobs. Your job posting may be hiding under Incomplete or Suspended Jobs.

Rules and Guidelines for job postings

1. Re-posting of an ad after its initial posting is considered a new posting and standard posting fees apply.
2. You are not permitted to post for volunteer positions (this includes call for board members)
3. You may only have one job title per ad.
4. You may not post an ad that links to a variety of positions on another site.
5. You may not post multiple copies of the same ad.
6. You may not post "teaser" jobs. These are postings that have a job title but contain only a link to an external site and no information of the position. All postings must contain descriptive text about the position.
7. Member organizations are not permitted to post on behalf of a non-member organization in order for them to receive a free posting or discounted rate.
8. Recruitment firms may post on behalf of their nonprofit clients, we recommend adding them as an additional user to your account. If they post from their personal account, the organization's name must be prominently listed in the job description of the posting.
9. The job board is monitored and reviewed regularly, and an invoice will be issued if cost corrections are needed.
10. Creating an account, posting a job, or applying for a job constitutes as your acceptance of our [privacy policy](#).

Reach Hire reserves the right to remove any postings that do not follow the guidelines above.

FORGOTTEN PASSWORD/USERNAME

If you have forgotten your password, you can reset it [here](#). If you have forgotten your username, send an email to reachhire@calgarycvo.org and provide us with your full name, email address, phone number, and organization. If the individual that completed job postings is no longer with your organization and you need to access the account, please let us know. Please allow us up to 2 business days to retrieve this information once requested.

Additional Support

If you need additional assistance or support, contact us at reachhire@calgarycvo.org or call us at 403.261.6655 during regular business hours.

