**Posting Positions to the
Global Washington Career Center**

**HOW TO REGISTER FOR A MEMBER LOGIN TO USE THE CAREER CENTER:**

1. Under the “Resources” tab on the Global Washington home page click “Careers in Global Development.”
2. Once on the Careers in Global Development page, click the “Register” button.
3. Fill in the registration fields. This will give you a Wordpress login and you will receive an email confirming your username and password.
4. Please allow up to 48 hours for us to confirm your member status. Once confirmed, you will receive an email that you have been approved to use the career center.

**IF YOU ALREADY HAVE A WORDPRESS LOGIN ON OUR WEBSITE:**

1. Email admin@globalwa.org with the username or email address associated with your login and request member access to the career center.

**HOW TO POST POSITIONS:**

1. Select the “Post” button on the Careers in Global Development page. (you will need to be logged in, or click login to continue)
2. Complete the required fields.
3. Press the “Preview” button in the bottom left of the page**.**
4. Once you have reviewed your information, press “Publish Listing.” Your post will then be sent to a Global Washington administrator for approval. Once approved, your post will appear under “Positions” on the website**.** Submitted positions will be posted on the website within a week.

**NOT A MEMBER?**

Non-members may post paid positions with Global Washington approval. Please email job descriptions to admin@globalwa.org to request approval for posting.