



Enter here. Start anew.

CITYGATE
NETWORK

A guide to posting and managing job listings.

My Recruiting Center

LOGGING IN

My Recruiting Center

Welcome to My Recruiting Center! Use this portal to **log in** and add, manage, or remove job listings that display on www.citygatenetwork.org/careers. If you need assistance, [click here](#) for instructions.

Executive directors and/or billing contacts: Go to www.citygatenetwork.org/recruiting and log in. **(Note: After you add a custom contact(s), such as your HR director, they will also be able to log in and use My Recruiting Center.)**

ACCOUNT SETUP (FIRST TIME ONLY)

My Recruiting Center

Welcome, Kanga Roo!

Think of "My Recruiting Center" as your control panel for finding the right staff for your organization manage your recruiting efforts through this site.

Step 1 is to **View and Edit** your organization information. This information will display on all your important for it to be accurate and complete. The Contact Info can be customized for each job billing contact for your organization are already included as contacts, and you may set up additional such as your HR director or staff.

Please note: Your HR director or staff will not be able to log in to My Recruiting Center unless you add them as a contact.

Step 2 is to **Subscribe** with the Recruiting Center. Your organization must be subscribed in order to post jobs. Subscription is free and does not have an expiration date.

Click **View** and **Edit** to update your organization information.

| | |
|---|----------------------------------|
| * City | Portland |
| * State | Oregon |
| * Country | United States of America |
| * Zip | 99081 |
| * Email | shughes@agrm.org |
| <small>If the name of the contact for this job does not appear on the list, please fill out the fields below. If you select the contact name from the list, the four fields can remain empty.</small> | |
| Contact Info | Tigger Too - recruiting@agrm.org |
| * Contact Email | recruiting@agrm.org |
| * First Name | Tigger |
| * Last Name | Too |
| * Contact Phone | (719) 266-8300 |

Update your company information as needed. Asterisked fields are required. The name in **Contact Info** will be displayed on job postings. It can be the executive director or billing contact, or you can select **Add New Contact** and fill in the Contact fields. Your logo and a link to your recruiting video will also be displayed on your job postings if provided.

| | | |
|--|--|----------------------|
| SUBSCRIPTIONS | | MY RECRUITING CENTER |
| Subscribe to the Recruiting Center to post available jobs in your organization. This is a free service for AGRM members! | | |
| <input type="checkbox"/> Recruiting Center | | \$0.00 |
| Next | | |

After your profile is updated, click **My Recruiting Center**, and then click **Subscribe** (Step 2) to process your free subscription. Click **Next** to complete the process.

| | |
|---|---|
| My Recruiting Center | |
| Welcome, Stacie Hughes! | |
| My Recruiting Center is designed to help you find quality, qualified staff who will come alongside your mission. If you have any questions or problems using the center, please contact Stacie Hughes for assistance. | |
| Job Listings | |
| Add Job Listings | <small>(Post new jobs.)</small> |
| View My Job Listings | <small>(View your current and historical posted and unposted jobs.)</small> |
| View All Job Listings | <small>(View all current, posted positions.)</small> |
| Administration | |
| View and Edit Contact Information <small>(Manage your organization information and contacts.)</small> | |

Once you have completed your subscription, this screen will appear each time you log in.

POSTING JOBS

Add Job Listings allows you to post a new job. The information you fill in here will display on your job post.

You can upload a detailed job description with your job post. The **Post Job** button must be set to **Yes** before your job will display on the Career Opportunities page.

VIEWING JOBS

Career Opportunities
Positions in organizations within the association are displayed below. Click the job to view details and apply.

Communications Assistant
My New Test Company
Another great test for another great job!
Time: Part-Time Salary: Hourly Updated: 8/19/2015 4:38:52 PM

President
My New Test Company
We are seeking an experienced and dynamic executive to provide overall spiritual, administrative, an...

Colorado Springs, CO
My New Test Company
Contact: Stacie Hughes
(719) 266-8300

Colorado Springs, CO
My New Test Company
Contact: Stacie Hughes
(719) 266-8300

[Full Job Description](#)

[Send Resume](#)

From My Recruiting Center, **View All Job Listings** (to a logged-in contact) and www.citygatenetwork.org/careers (to a potential applicant) displays a list of all available jobs posted by association members. Clicking **View Full Job Description** displays the full job details, including the links and map.

[Back to Results](#)

Program Director
Updated: 8/19/2015 4:39:48 PM
Job Contact: Stacie Hughes (719) 266-8300

We are seeking a program director for our community services campus. The Director is responsible for the development and oversight of all client programs, support operations, and program facilities as designated by the CEO. Programs may include community outreach, shelter solutions, and recovery programs to persons facing poverty, homelessness, addiction, and other life-controlling problems. The program director will develop and oversee programs and related services through the involvement of staff, volunteers, social, and auxiliary services. Qualifications include Master's degree in administration, ministry, social work, or related field; minimum five years' experience managing an interdisciplinary group in a nonprofit or faith-based social service organization, and a credible Christian witness and lifestyle. Please send cover letter and résumé to shughes@agrm.org.

Time: Full-Time
Salary: Exempt
Category: Program Management

[Send Resume](#)

This is how your job posting will appear to applicants searching for jobs. The **Send Resume** link allows an applicant to send an email to the Job Contact. Uploaded documents, video URLs, and your website will be clickable links.

NEW EMAIL NOTE

Contacting... Stacie Hughes - My New Test Company

* Name: Daffy Duck II

* Your email address: jobs@agrm.org

* Subject: Don't hire him; hire me!

* Message: Dear Hiring Manager, I am applying for whatever positions you have available. I feel eminently qualified to apply for this job. You've just gotta hire me, just gotta! I really want this job!

Clicking **Send Resume** will bring up this form for the applicant to submit a resume. The email and attachment will be immediately sent to the job contact.

Please contact info@citygatenetwork.org if you have any questions or issues using **My Recruiting Center**.

MANAGING JOBS

MY RECRUITING CENTER | ADD

Posted Job: All Yes No

Posting Date: 05 / 01 / 2015 - [] / [] / []

Go

| Job Title | Contact | Author | Status | Action |
|------------------|---------------|------------------|--------------|--|
| Test ESX | Stacie Hughes | shughes@agrm.org | Posted - Yes | View Edit Delete |
| Program Director | Stacie Hughes | shughes@agrm.org | Posted - Yes | View Edit Delete |
| President | Stacie Hughes | shughes@agrm.org | Posted - Yes | View Edit Delete |

From My Recruiting Center, the **View My Job Listings** link lets you see all your jobs by date range and posting options. The **View** and **Edit** buttons allow you to modify your job listing, and **Delete** permanently removes it from your list.