



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](http://www.citygatenetwork.org/careers). If you need assistance, [click here](#) for instructions.

Executive directors and/or billing contacts: Go to [www.citygatenetwork.org/recruiting](http://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 as a contact.**

**Step 2** is to **Subscribe** with the Recruiting Center. Your organization must be subscribed in order 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>	
<b>Contact Info</b>	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
<b>Next</b>		

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 <a href="#">Stacie Hughes</a> for assistance.	
<b>Job Listings</b>	
<a href="#">Add Job Listings</a>	<small>(Post new jobs.)</small>
<a href="#">View My Job Listings</a>	<small>(View your current and historical posted and unposted jobs.)</small>
<a href="#">View All Job Listings</a>	<small>(View all current, posted positions.)</small>
<b>Administration</b>	
<a href="#">View and Edit Contact Information</a> <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](#)

From My Recruiting Center, **View All Job Listings** (to a logged-in contact) and [www.citygatenetwork.org/careers](http://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.

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](mailto:info@citygatenetwork.org) if you have any questions or issues using **My Recruiting Center**.

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.

## 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	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Program Director	Stacie Hughes	shughes@agrm.org	Posted - Yes	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
President	Stacie Hughes	shughes@agrm.org	Posted - Yes	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

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.