



## NC Nonprofit Careers – Jobs Board Community Guidelines

The [NC Nonprofit Careers](#) jobs board typically receives over 600,000 pageviews each calendar year and is a one-stop site for nonprofit employers and job seekers looking for career opportunities. Nonprofit employers can post job openings and internship opportunities. Job seekers can post their résumés making them available to nonprofit organizations across North Carolina. NC Nonprofit Careers is cost-effective, efficient, and targeted specifically to nonprofits and job seekers in North Carolina.

### Guidelines for Employers Posting Jobs

#### Close a Job Post for a Filled Position

Congratulations on filling your organization's vacant position! Now that your job post on the Center's website is no longer necessary, you have several options:

- 1) Immediately stop the flow of incoming applicants by editing your job post's title to say "Closed" or a similar indicator. Additionally, remove your organization's contact information from the 'How to Apply' and the 'Job Description' fields.
- 2) Contact the Center at [info@ncnonprofits.org](mailto:info@ncnonprofits.org) to request the job post be unpublished completely. Please specifically name or link to which job post you want taken down if you have more than one job post active on the website.

#### Renew a Job Post for Another 60 Days

Some critical roles at your organization are tough to fill and take longer to find a good match. If you need to renew your job post for another 60 days, [login](#) to the user account used to create the job post, navigate to the post under your accounts Orders tab or find the post on the jobs board itself, and then click the 'Renew' button.

#### Disclose Salary Range

The North Carolina Center for Nonprofits values equity, diversity, and inclusion. As such, we encourage organizations posting jobs on NC Nonprofit Careers to include the salary range for the advertised position in the job post's provided 'Salary Range' field. For more detail of why posting compensation details is an EDI best practice, please see [this NTEN blog post](#) from Nov. 2019, "You're not serious about equity if you don't post salaries."

#### Content Guidelines

Jobs postings with content or language that meet the below criteria will be removed. Please report suspected abuse to [info@ncnonprofits.org](mailto:info@ncnonprofits.org)

- Discriminatory comments related to race/ethnicity/national origin, gender, age, sexual orientation, disability, marital or parental status, or religious affiliation.
- Job postings that intend to [scam](#) job seekers out of personally identifiable information or that involved an exchange of money in the hiring process (see [FBI's](#) January 2020 PSA).



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### Guidelines for Job Seekers

#### Online Résumé Safety

Please remember to protect your digital privacy by excluding the street address and any other sensitive, uniquely-identifiable information from résumé documents you upload anywhere on the internet. Instead, consider including only city, state, and zip code on your résumé. Also consider creating a free email account you solely use for communications during job searches. The Center wishes you the best of luck with your job search!

#### Résumé File Type

We recommend saving your résumé as a PDF before uploading it online, since the PDF file preserves your text formatting across different devices. Please see the Center's [FAQ page](#) for help on how to change the document uploaded with your résumé post.

#### **Still have questions?**

Contact us at [info@ncnonprofits.org](mailto:info@ncnonprofits.org)

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