

# JOB BOARD INSTRUCTIONS

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Thank you for your interest in posting a position on the Oregon Training Institute Job Board. This job board was designed to provide a central location for listing open positions in the Oregon Weatherization Assistance Network. Please use the following instructions below to add a job listing. Due to space limitations, the listing will only display portions of the posting and the full posting will be linked. Please send the pdf of your job listings to [OTI-info@caporegon.org](mailto:OTI-info@caporegon.org). New listings will be posted on Fridays.

**JOB OPENING AND CLOSING DATE**

Please check your job listing to ensure that it has an opening and closing date.

**PAY RANGE / JOB TYPE / JOB LOCATION**

All Jobs posted on the OTI Job Board must provide a pay range for the position, Job type (full time, part-time, short duration) and Location (hybrid, remote, in office, on site)

**CONCISE JOB DESCRIPTION**

Please provide a concise job description. OTI may edit job descriptions if necessary due to space limitations. All job listing PDF's will be linked in their entirety.

**JOB REQUIREMENTS**

Please include all requirements and preferred qualifications for the position including (if applicable) drug testing requirements, background checks and educational requirements,

**LINKS / PDF / WEBSITE**

Please include a pdf of the full job post, a link to your agency website and a linked job posting if available.