

**SCANPO Nonprofit Job Center
Non-member Posting Form**

Please fill out the information below and return to SCANPO with payment. You are required to send your resume or job posting via e-mail to priscilla@scanpo.org. **Note:** The posting will not be listed until the check is received.

Organization _____

Contact Name (to post) _____

Phone (optional) _____

E-mail (optional) _____

Website (optional) _____

Job/Resume Category (circle one) Executive Directors; Development & Fundraising; General Administrative; Human Resources; Marketing & Communications; Programs & Services; Miscellaneous; Nonprofit Internships; Volunteer Services

**Job / Resume
Title** _____

Job/Resume Description

(Send electronically to priscilla@scanpo.org.)

Payment Information: You can pay by check or credit card and mail to SCANPO, 2711 Middleburg Drive, Suite 201 Columbia, SC 29204 or fax to (803) 929-0173.

\$50 posting for 30 days

- I have enclosed a check for \$50
- Please bill my credit card for \$50

Credit Card (circle) VISA DISCOVER AMERICAN EXPRESS MASTER CARD

Credit Card Number: _____ **CVV2#** _____

Expiration Date: _____ **Billing Zip Code** _____

Signature _____

Nonprofit Job Center Terms & Conditions

- The Nonprofit Job Center is specifically for nonprofit-related jobs and resumes and serves only as a vehicle for information sharing. SCANPO reserves the right to not post a job or resume listing (payment will be refunded if necessary).
- **The Nonprofit Job Center is a free member service.** Non-members are required to pay a \$50 listing fee for a 30-day job posting.
- **Members** must log-in with their members-only username (e-mail) and password to post a job listing. If you do not have your password, please enter your e-mail into the Log-in or Listing Fee reminder box and your password will be e-mailed to you. If you are still unable to access your password please contact SCANPO at priscilla@scanpo.org. If you need to extend your listing past 30-days please e-mail us at priscilla@scanpo.org.
- **Non-members** who would like to add a job resume listing are required to pay a \$50 listing fee for a 30-day listing. If you need to extend your listing past 30 days you must re-submit your listing. Payment has been made convenient through a secure PayPal system. If you have any problems using this system, please contact the SCANPO office at priscilla@scanpo.org. You may also download a printable posting form and fax or mail back payment. **Note:** You are required to send the job resume posting via e-mail to priscilla@scanpo.org. Postings are not listed until payment is made.
- SCANPO will not be held accountable for incorrect information posted on any job or resume listings.
- Job or resume listings cannot be edited through the website. **Please make sure you review your listing before posting.** If there are minor edits to your listing in the 30-day period contact the SCANPO office at priscilla@scanpo.org with instructions on the editing. Major edits will require a new posting.
- The job or resume listing will stay on SCANPO's website for 30 days. After 30 days the listing is automatically deleted.
- To request your job or resume listing to be taken off the website contact the SCANPO office at priscilla@scanpo.org or (803) 929-0399.

Note: There is no refund for postings less than 30 days.

If you have any questions, contact the SCANPO office at priscilla@scanpo.org or (803) 929-0399.