

Job Bank 2.0 – Introduction & Instructions

Welcome to CFG's new, custom-built Job Bank 2.0! This document will guide you through navigating and using the new system; broadly speaking, the basics work the same way as the old system (you will see a list of job titles, and login to view the full details of them) - there are, however, also a number of new features that were not present in the old system.

There are three main parts to the new job bank:

1. Job Listings

On the main page of the job bank, you will see a list of the most recent jobs that have been posted - for each job, the title is a link that you can click on to go to details page for that job. If you are logged in to your CFG member account, you will see the full details of the job - otherwise, you will see links to Login or Join Now below each job.

Freelance Writer (construction)

📅 December 31, 2022 | By: Canadian Freelance Guild

📁 Writing and Editing, Content Writing

Hi all, I am looking for a freelancer who has at least five years of experience as a reporter/writer and has b-to-b experience. If you have...

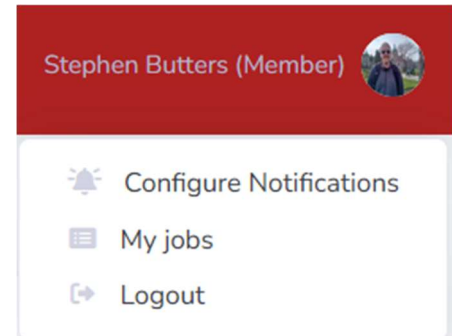
To view the full details of this job listing, including information on how to apply, please login or register:

→ Login

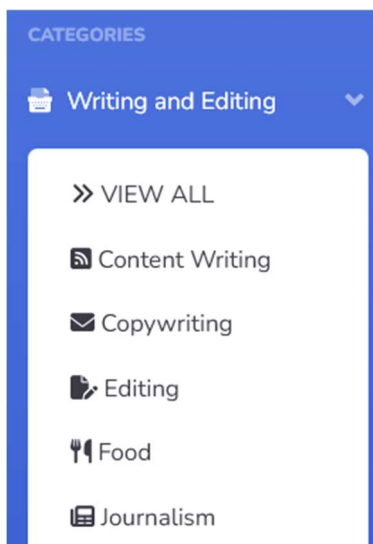
+ Join Now

Clicking the "Login" link will allow you to login via your existing CFG member account; after logging-in, you will be returned to the page you were viewing previously, and any members-only content should now be visible.

Once logged-in, you should also see your name in the top-right corner, along with your CFG member profile photo (if you have upload one); you can click on the profile photo, or your name to open a drop-down menu with various account functions, allowing you to Configure Notifications or to Logout from your account.



On the lefthand side, you can see a list of categories - job postings in the new Job Bank are organized by category in



order to make it easier to find the jobs that you're interested in. When you click on a category in the lefthand column, it will expand to display a list of all the sub-categories within that category; you can then view the jobs in any sub-category by clicking on its name. At the top of the list of sub-categories, there is also a "VIEW ALL" link, which you can click on to view all jobs under that category, regardless of which sub-category they belong to.

In addition to categories, "Tags" are used to provide a more "fine-grained" way to organize jobs, without making the category structure overly complex; for each job on the site, you will see a list of the tags assigned to it. There is also a "Tag Cloud" link below the list of categories on the lefthand side; the

Tag Cloud page shows a list of all tags in use, along with the number of jobs posted under each tag, and each tag is also a link that can be clicked on to view the jobs assigned to that tag.

And at the top of the lefthand column, there is also a search box that can be used to search jobs by specific keywords; by default, it searches by job title, but it's also possible to search by job description instead.

2. Job Details

At the top of each job posting, there is a title containing a short description of the job, the date it was posted, and the categories that it was posted to. Below that, you will see a more detailed description of the job, along with the Job Type. For most jobs, there will also be a "More Information" button, which take you to an external link (if available) with more information on the job. And if there is a separate link to apply for the job, you will also see an "Apply Online" button.

Freelance Science Writer EDIT

 December 31, 2022 | *By: Canadian Freelance Guild*
 *Writing and Editing, Content Writing*

 Do you love storytelling and creating engaging, easy-to-understand science content with a purpose?

Our science education team is involved in developing concept-based learning objects, labs and investigations, digital interactives, hands-on engagement tools, assessments, and more! Here at Nelson, we are actively seeking Freelance Science Education Writers, for elementary and secondary specializations respectively, to join our dynamic team of digital learning resource creators.

Job Type: Freelance

[More Information](#) [Apply Online](#)

Tags: science writing, education









Internal Notes:

3. Notification Settings

When viewing the site while logged-in via your CFG member account, you can click on the profile photo (or your name) in the top-right corner; that will open a dropdown menu which includes the "Configure Notifications" link. On the page that link takes you to, you can select the job categories that you wish to subscribe to receive notifications for; then when a new job is posted in one of the categories you have subscribed to, you will receive an immediate EMail notification with the title of the job and a link to view the full details. You will also receive a daily combined notification EMail, listing all of the currently active jobs in the categories that you have subscribed to.

You can select individual categories one-by-one, or you can subscribe to all categories under a parent category (E.g. "Writing and Editing") by clicking the checkbox next to that category, indicated with the text "*(select all)*". Or you can use the "Subscribe to All Categories" option to receive notifications of all job postings to the job bank.

Job Category *(Required)*

-  Writing and Editing *(select all)*
-  Content Writing
-  Copywriting
-  Editing
-  Food
-  Journalism
-  Marketing
-  PR (Public Relations)

Subscribe to All Categories

Send Notifications to:

Please note: if you change your EMail address in your member profile, it will **not** automatically update in your notification subscription settings in the Job Bank. In that event, you will need to update your notification settings and enter your new EMail address - you may also configure notifications to go to an address other than the one in your member profile; though when you initially configure notifications, the EMail address from your member profile will be pre-filled for convenience.

4. Getting Help & Reporting Problems

We have tested the new Job Bank extensively to ensure that all of its functionality works correctly – however, as this is a brand-new system that has just been launched, there may still be a few lingering bugs & technical glitches that will need to be ironed out. If you encounter any issues while using the new job bank, please let us know and we will address them as quickly as possible – the best way to report any issues is using the “Report a Problem” form, which can be found at the following link:

<https://forms.clickup.com/2297552/f/263pg-3342/J74NUUB0SJF1AED9E9>