

CVCWA

Job Postings Policy and Guidelines for the CVCWA Website

August 17, 2005

Policy

CVCWA maintains the “Jobs” page on the CVCWA website as a service to our membership. We will post, free of charge, advertisements for employment in the wastewater industry at member agencies and affiliates only, for a period of up to 3 months. We do not accept advertisements from non-members. We reserve the right to reject any submission based on a review of its relevance and interest to our members.

Guidelines

Please note the following guidelines for all submissions:

- All job advertisements should be emailed to jobs3@cvcwa.org. Also use this address for questions and revision requests.
- Send your advertisements in a Word document attachment (any version of Word).
- Only basic text formatting is allowed (regular, bold, italics, indent, bullets). No graphics or special fonts will be posted.
- Advertisements shall be no greater than 1/2 page in length. Our intent is to post *summaries* of the job offerings only.
- You may (and are encouraged to) include a link to your agency or affiliate website for more information on the job offering.
- We are not responsible for incorrect information. [Email us](#) if a change to a posted ad is needed and we will make the change as quickly as possible
- Include the following in your submission:
 - Agency name
 - Job title
 - Agency contact
 - Website Link
 - Brief Description
 - Expiration/closing date (we will otherwise assume 3 months)