



How to Post a Governmental Public Health Job to ASTHO's Job Board/PublicHealthCareers.org in Three Easy Steps

PublicHealthCareers.org was launched in late 2022 as a centralized and engaging option for those seeking employees in governmental public health. Job seekers visiting the site can learn more about public health career options and connect with open job opportunities from across the country. Governmental public health agencies may post open positions that will appear in PublicHealthCareers.org searches by entering job vacancies on the Association of State and Territorial Health Officials' (ASTHO) [Job Board](#). The process is simple and easy, and there is no cost to the agency.

STEPS FOR POSTINGS JOBS

1. Enter

- a) Go to the [ASTHO Job Board](#) and select 'Jobs in Government Public Health.'
- b) Select the 'Employers' tab in the upper right corner.
- c) Select 'Post a Job' (ignore the pricing statement). Sign in if you have an existing account or create a profile by clicking 'New Users Sign Up.' If you are a new user, you will be asked for basic information such as name, title, phone, email, and organization. You will have the opportunity to provide a brief description of your organization to appear with your postings.
- d) Under 'Post a New Job,' enter the information about the position. Requested fields follow a traditional position description format and can be cut and pasted; required fields are marked with an asterisk (*). Note that you may direct potential applicants to an individual or to a job application URL.

2. Review

- a) 'Preview' the job to double check for accuracy and formatting. Either 'Edit Job' to make changes or 'Proceed to Checkout' to continue.

3. Post

- a) At checkout, select 'Single 30-Day Job Posting' to waive the fee associated with the posting. You will be presented with options to enhance the job posting and may select one or more of these options at your own expense. Note that if selected, these enhancements apply only to the posting as it will appear on the ASTHO Job Board and will not appear on PublicHealthCareers.org.
- b) 'Continue to Payment' and enter the Promo/Marketing Code STHA72022 if you are a governmental public health agency, and AFFILIATE72022 if you represent an [ASTHO Affiliate Council](#) organization, the National Association of County and City Health Officials, Big Cities Health Coalition, or Pacific Island Health Officers' Association. Select 'Recalculate' and the fee associated with single 30-day postings will be removed.
- c) 'Process Order' to have the position posted; it will appear within a few hours.

Note that your account and posted jobs can be managed from the 'Overview' tab when you are logged in to the ASTHO Job Board site. From the 'Manage Account' tab, you may add more administrators to your profile, remove a posting before the 30-day posting time period, renew postings for more than 30 days, and perform other functions to manage your account and postings.

For more information – including about how state agencies can provide a direct Extensible Markup Language (XML) feed that will automatically include their agency's jobs in searches performed on PublicHealthCareers.org *without requiring manual entry and at no cost to the agency* - please contact workforce@astho.org.