

## **How to post a job opening**

We are happy to post job listings for LSCU-affiliated credit unions on the LSCU website, [www.lscu.coop](http://www.lscu.coop). Please submit them to [webmaster@lscu.coop](mailto:webmaster@lscu.coop) in either PDF format or Microsoft Word format (we can convert Word files to PDF).

**Please make sure each listing is complete as submitted** – we do not edit your listings before posting.

**All job listings to be posted on the LSCU website MUST include the following:**

**Credit union name**

**Job Title**

**Job Location**

**Instructions on how to apply for the position (mailing address, email address, website link, etc.)**

If you prefer, you can fill out our [online job posting form](#) and submit your posting that way.

If your listing includes an expiration date, we will delete it from the website on that date unless otherwise notified. Please let us know when a position posted on the site is filled and we will remove the listing as soon as possible.