

Job Posting Guidelines

To view the PRSA-SF Job Bank, you must be a member. Non-member email subscriptions are available for \$20 per month. To subscribe, visit www.acteva.com/go/prsasf. **Job bank listings are free**, however, they must conform to the following guidelines. Any job listing submitted outside of these guidelines will not be posted. Edits will not be made to job posting before they are put online. Please submit the following in Word format, Times New Roman, 12 point:

- Company Name/Job Title
- Description (100 words or less)
- Requirements (100 words or less)
- Location
- Salary Range
- Contact/How to Apply

Contact: stacypollicino@yahoo.com

Most jobs are posted within one week. Please allow extra time during holidays. Job listings will be removed after one month.