

JOB BOARD USER INSTRUCTIONS

(UPDATED JUNE 10, 2025)



USER EXPERIENCE

1. User creates account or logs in to existing account. This login information is unique to the Career Center – while they may use the same username/password as the IPRA website/IPRAConnect, the systems do not ‘talk’ to each other. http://jobs.ilipra.org/users/sign_in

IPRA Job Board

Sign in to your Account

You need to sign in or sign up before continuing.

heather@ilipra.org

..... [Forgot?](#)

Sign in

Please note that IPRA Job Board logins are different than the IPRA website. Click Sign Up in the top right if you have not previously signed up for a Job Board account.

2. User clicks 'Create Job' button in upper right area of page.

Signed in successfully. Heather Weishaar

Jobs

Jobs

Title	Balance	Status	Created	Receipt	Preview	Edit
Part Time Museum Curator	\$0.00	Active	Wednesday, December 9 2015 10:18:16 AM	Receipt	Preview	Edit
Gymnastics Program & Operations Supervisor	\$0.00	Active	Wednesday, December 9 2015 9:36:29 AM	Receipt	Preview	Edit
Forestry Maintenance Worker	\$0.00	Active	Monday, December 7 2015 4:44:49 PM	Receipt	Preview	Edit
Part Time Laborer	\$0.00	Active	Monday, December 7 2015 9:36:10 AM	Receipt	Preview	Edit
FT Fitness Center Manager	\$0.00	Active	Friday, December 4 2015 4:37:00 PM	Receipt	Preview	Edit
Full-Time Parks Maintenance	\$0.00	Active	Friday, December 4 2015 1:30:00 PM	Receipt	Preview	Edit
Recreation Internships	\$0.00	Active	Friday, December 4 2015 8:07:16 AM	Receipt	Preview	Edit
Manager of Parks, Maintenance & Facilities	\$0.00	Active	Thursday, December 3 2015 10:38:45 AM	Receipt	Preview	Edit
Advertising & Sponsorship Manager	\$0.00	Active	Tuesday, December 1 2015 12:56:26 PM	Receipt	Preview	Edit
Custodial Supervisor - Skatium Ice Arena	\$0.00	Active	Monday, November 30 2015 3:23:15 PM	Receipt	Preview	Edit

1 2 3 4 5 ... Next > Last »

Search

Sorted by
Created Date Descending

With agency

Title query

Description query

Active
 Not IPRA Approved

Filter Reset filters

+ Create Job

3. User's log on should automatically identify their agency's Member/Non-Member status and rates; if you think your status is incorrect please contact maria@ilipra.org or heather@ilipra.org.

New Job

Job

* Agency
Illinois Park and Recreation Association (IPRA)

* Post type
Select A Post Type

* Category
Select A Post Type

* Region
30 Day - Member - \$165.00
60 Day - Member - \$220.00
90 Day - Member - \$270.00
180 Day Internship - Member - \$0.00

* Title

* Salary

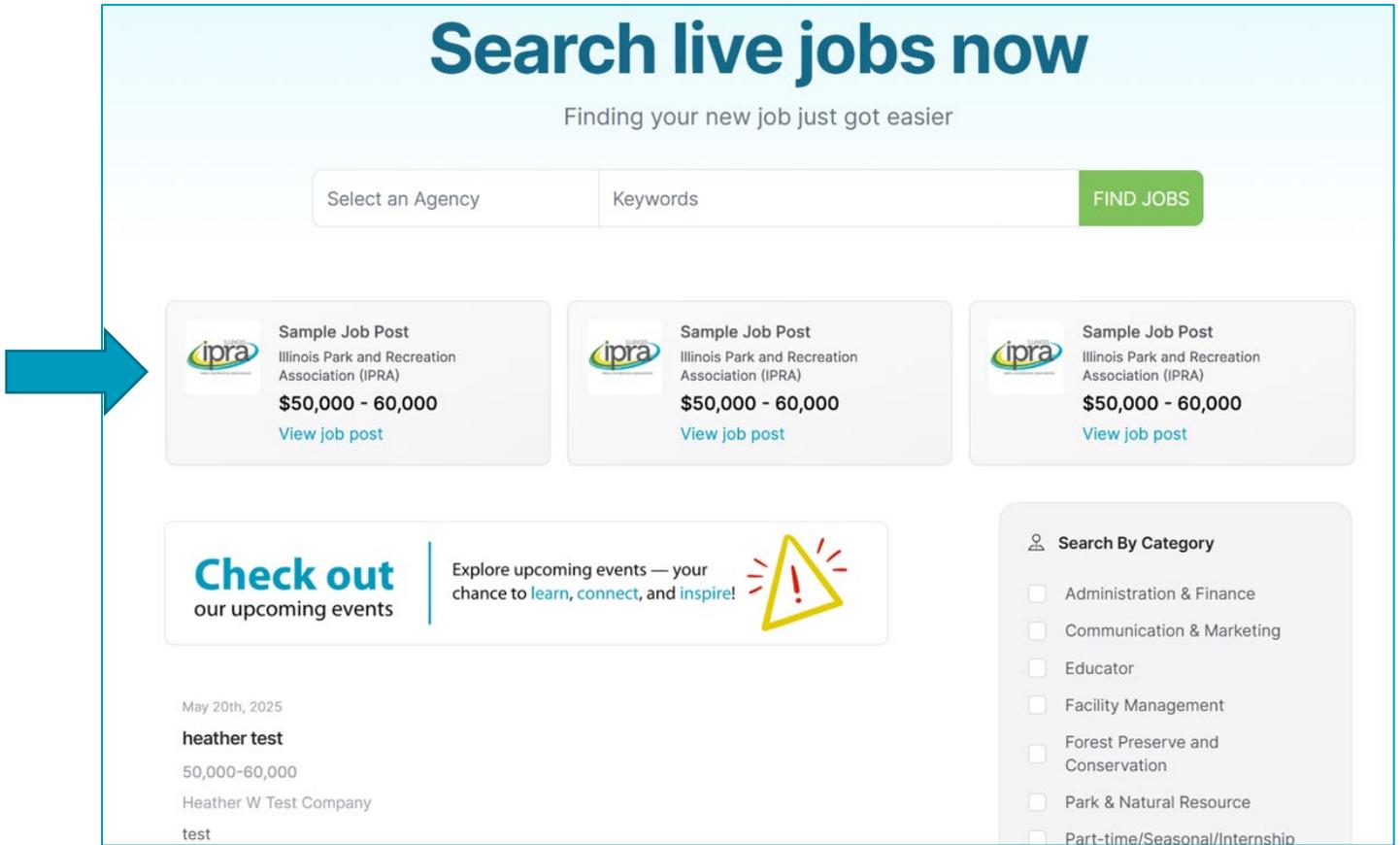
* Contact First Name

* Contact Last Name

* Contact Phone

* Contact E-mail

4. **NEW OFFERING!** IPRA Member Users may choose to have their post promoted at the top of the Job Board page. There will be 3 tiles available. This new feature will cost \$150.



Search live jobs now

Finding your new job just got easier

FIND JOBS



Sample Job Post
Illinois Park and Recreation Association (IPRA)
\$50,000 - 60,000
[View job post](#)



Sample Job Post
Illinois Park and Recreation Association (IPRA)
\$50,000 - 60,000
[View job post](#)



Sample Job Post
Illinois Park and Recreation Association (IPRA)
\$50,000 - 60,000
[View job post](#)

Check out our upcoming events

Explore upcoming events — your chance to **learn, connect, and inspire!**



May 20th, 2025

heather test

50,000-60,000

Heather W Test Company

test

Search By Category

- Administration & Finance
- Communication & Marketing
- Educator
- Facility Management
- Forest Preserve and Conservation
- Park & Natural Resource
- Part-time/Seasonal/Internship

The **“Feature Job”** available dates will be shown based on the Post Type selection (number of days) and availability of Feature Tiles within the post’s time frame.

A user can choose to this option by clicking the box **“Feature my job”** – the cost of \$150.

It is very important to review the available dates prior to selecting this option. It is possible that this feature is offered for fewer than 7 days during the post period; the possibility also exists for there to be zero days available.

A logo image that has a 1:1 aspect ratio and is no larger than 200x200 pixels by clicking “choose file” can also be added to the Feature tile.

Note: it may be possible to increase the number of days a featured post tile is available to you by increasing the number of days in your Post Type. **No price adjustments will be made for selections that are for fewer than 7 days.**

Feature Job This feature is available to IPRA members only.

Feature Your Job Posting

Increase the visibility of your job by featuring it on the IPRA Job Board! Featured listings appear prominently in the "Featured Jobs" section and include your organization's logo for seven days (based on availability).



Sample Job Post
Illinois Park and Recreation Association (IPRA)
\$50,000 - 60,000
[View job post](#)

Example of a featured job post

Cost to feature a job: \$150

Based on current availability, your job will be featured on the following dates:

- July 18, 2025
- July 19, 2025
- July 20, 2025
- July 21, 2025
- July 22, 2025
- July 23, 2025
- July 24, 2025

If you would like to feature your job, please check the box below and upload your organization logo.

Feature my job

Please select a square image (1:1 aspect ratio) no larger than 200x200 pixels. Feel free to reach out to IPRA for assistance.

No file chosen



5. IPRA Member Users may choose to include a **LinkedIn Boost and/or Email Boost(s)** for an additional charge. **Email Boosts** **MUST include Section Selection** for the desired email audience to receive the Job boost email.

Boost Option This feature is available to IPRA members only.

This feature is available to IPRA members only. Boosts are done within 7 business days of the job post being approved, on a day/time selected by IPRA. No refunds/cancellations. Opportunity available to members of the Illinois Park & Recreation Association only.

Select up to 2 section email lists for your job post to be sent to. Selecting a single email list is an additional \$150.00, selecting two lists is \$250.00. As part of our continuing commitment to DEI – we include the Diversity Section automatically at no additional charge.

None

LinkedIn Boost \$150

Email Boost (1 Section) \$150

Email Boost (2 Sections) \$250

Email Boost (1 Section) & LinkedIn Boost \$300

Email Boost (2 Sections) & LinkedIn Boost \$400

Section Selection

Administration & Finance

Communications & Marketing

Facility Management

Park & Natural Resource Management

Recreation

Therapeutic Recreation

Forest Preserve and Conservation Section



6. User fills out the remaining parts of the Job Post form and then clicks the “Save & Preview” button on bottom right of page.

Post until 

If you want your job post to be removed before its expiration date then select a date here, otherwise leave it empty. This field will only accept a date.

Closing date 

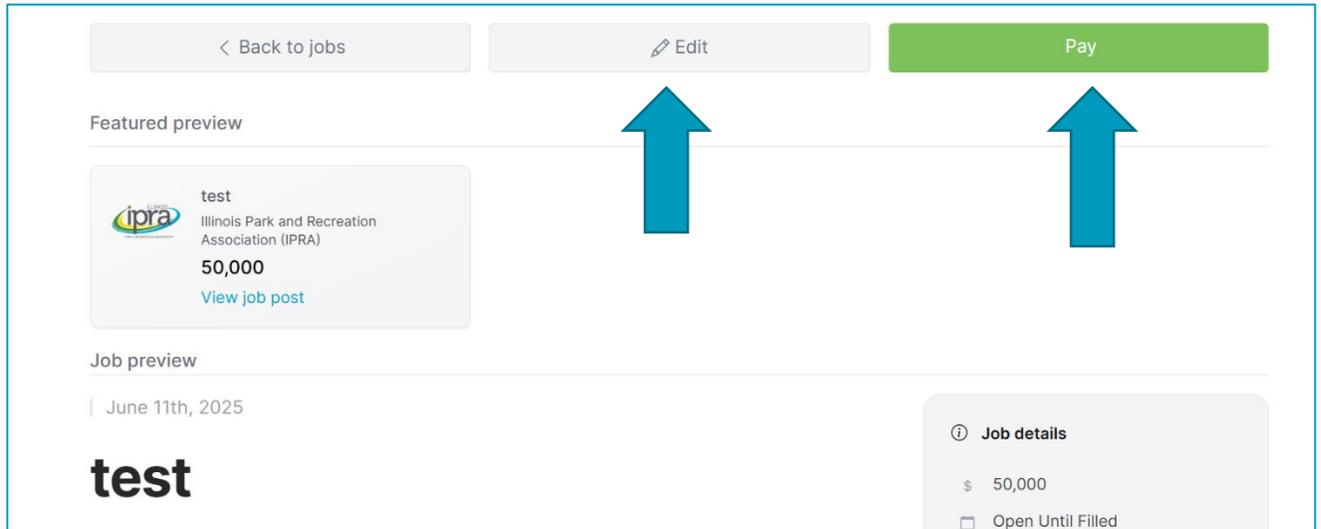
Enter the closing date for the position. If left empty the closing date will show 'Open Until Filled.' This field will only accept a date.

*** Job Description**

Total Price



7. **NEW STEP!** The user will be taken to a page showing a preview of the post (and the featured post tile, if applicable). On this screen you will be able to choose to edit the post or select “Pay” which will take you to the payment screen.

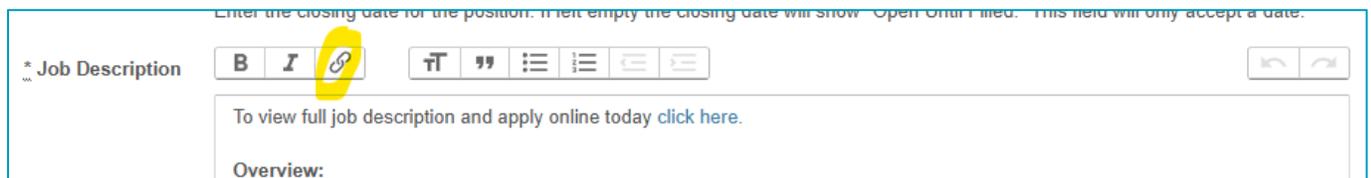


NEW! Once payment information is entered, the user can click the “Pay & Publish” button and the post will be live on the website **immediately**. **NOTE: there are no longer any approvals to be made, by the user or by IPRA.**

After posting the user may still return to their Jobs list and edit the post. Each update will be reflected immediately on the Job Board website.

NOTE: When entering the Job Description, **if you would like to link to a page on your agency’s website** – follow these 2 steps:

- 1) Highlight the text you would like to act as the hyperlink, click the ‘chain link’ icon in the format bar over the Job Description box.



2) Write or paste the URL you would like to send the user to and then click the 'link' button.

Enter the closing date for the position. If left empty the closing date will show "Open Until Filled." This field will only accept a

Job Description **B** *I*     

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=436665&clientkey=41D8300184906117> **Link** **Unlink**

The Executive Assistant and FOIA Officer is a Full-Time Position. We offer competitive compensation. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, tuition reimbursement, vacation, holidays, sick time and personal days.

AUTOMATED NOTIFICATIONS

The system will automatically send the User an email receipt.

Make sure you're receiving these emails by adding no-reply@job.ilipra.org to your safe sender list. This will ensure emails from IPRA's Job Board don't end up in your spam folder.

OTHER REMINDERS

- Users can print their own receipts (they will need to be logged in to the job board)
- Users can make edits to post at any time during its active period

Jobs

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With agency

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Description query

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