



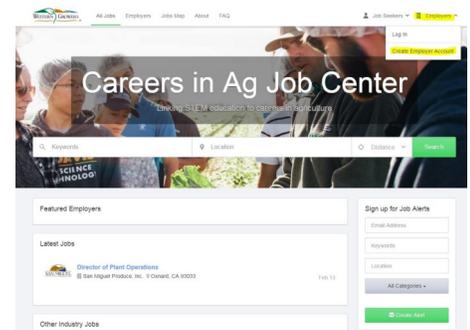
Careers in Ag Job Center JOB AID



Western Growers Careers in Ag Job Center is your source for science, technology, engineering and mathematics (STEM)-related jobs within agriculture. Found at www.agjobboard.com, this job board features highly-skilled jobs from fresh produce companies throughout California and Arizona.

HOW TO SET UP A PROFILE

- 1) Visit <https://www.agjobboard.com/>
- 2) On the top toolbar, click **Employers** and select **Create Employer Account**.
- 3) Enter your email address, company name, and create a password. You should receive a confirmation email at this point.
- 4) You will be redirected to the Employer Profile. Here, you will fill out the following and click **Update** when completed:



- ⇒ Contact Info
- ⇒ Description
- ⇒ Media

- ◆ Upload your company logo.
- ◆ Add a cover image, if desired.
- ◆ If you have a video that you would like to highlight on your profile, you can add the video ID from YouTube or Vimeo.

- * The YouTube ID can be found by going to the video, clicking **Share**, copying everything after **youtu.be/** (e.g., for <https://youtu.be/dTeOdSN8IEs>, copy dTeOdSN8IEs and paste it in the YouTube ID on your Ag Job Board Profile).
- * The Vimeo ID can be found by going to the video, clicking **Share**, copying everything after **vimeo.com/** (e.g., for <https://vimeo.com/206652019>, copy 206652019 and paste it in the Vimeo ID on your Ag Job Board Profile).

Western Growers Careers in Ag Job Center

Employer Profile

Contact Info

Email Address: smetzinger@wgs.com

First name: Stephanie

Last name: Metzinger

Phone: 949852256

Company name: Western Growers

Website: http://wgs.com/

Street address: 15525 Sand Canyon

City, State: Irvine, CA, USA

Media

Logo: Western Growers

Cover Image: Upload Image

YouTube ID: https://www.youtube.com/westerngrowersass

Vimeo ID: https://vimeo.com/westerngrowers

Description

Founded in 1926, Western Growers represents local and regional family farmers growing fresh produce in Arizona, California, Colorado and New Mexico. Our members and their workers provide over half the nation's fresh fruits, vegetables and tree nuts, including nearly half of America's fresh organic produce. Some members also farm throughout the U.S. and in other countries so people have year-round access to nutritious food. For generations, we have provided variety and healthy choices to consumers. Connect with and learn more about Western Growers on our Twitter and Facebook.

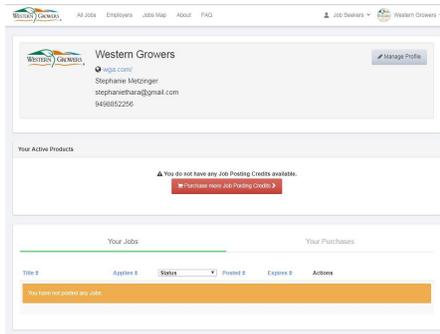
Update

HOW TO POST A JOB

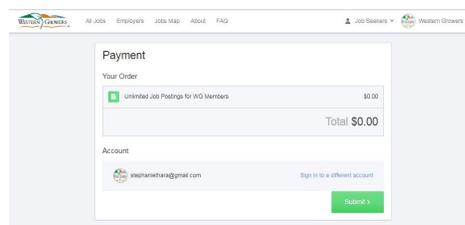
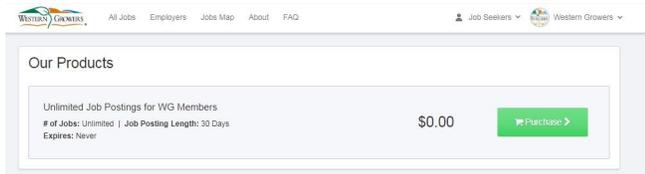
- 1) Log in at <https://www.agjobboard.com/>
- 2) On the top toolbar, click your company name, select **Dashboard** from the drop down menu.



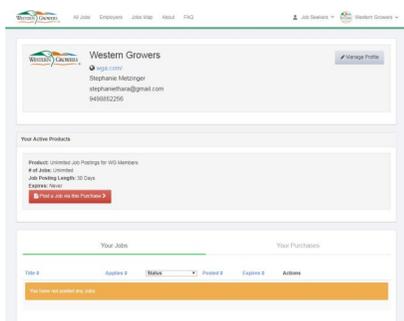
- 3) Once you are redirected, scroll down to **Your Active Products** and click the red button that says **Purchase more Job Posting Credits**.



- 4) Once you are on the Our Products page, look for **Unlimited Job Postings for WG Members** at \$0.00 and click the green button that says **Purchase**. When arriving to the Payment page, click the green button that says **Submit**.



- 5) You will be redirected to your Dashboard. Under **Your Active Products**, you can now click the red button that says **Post a Job via this Purchase**.



HOW TO POST A JOB (cont.)

5) You are now able to **Post a Job**, filling out the following information and click **Preview Job**:

- ⇒ Job Title
- ⇒ Job Location
- ⇒ Job Type
- ⇒ Categories (if you have hosted a Careers in Ag Tour, please select **Careers in Agriculture Job Program**. For all other WG Members, select **Western Growers Member**)
- ⇒ Job Description
- ⇒ Compensation
- ⇒ Company Name
- ⇒ Company URL
- ⇒ Company Logo
- ⇒ How to Apply (by email or website)
- ⇒ Additional Instructions
- ⇒ Contact Email

6) Review the job posting and click **Submit** when ready. You will be notified via email when applicants apply to the open position.

7) When the job has been filled, log back into the **Western Growers Careers in Ag Job Center**. Your home screen will be your **Dashboard** where you will be able to click **Edit** for any job you have posted.

8) On the **Edit your Job Listing** page, click the red button that says **Unpublish this Job**.