

## Paid Job Posting Procedure

1. Job openings can be submitted to the website by anyone.
2. Job openings will cost \$100 for 30 days and \$50 for a 30 day renewal of a current job advertisement.
3. Job postings may be paid by using PayPal or by check.
4. If paying with PayPal, follow directions. You will enter the job information after submitting payment.
5. If paying with check, send an e-mail to the webmaster and Monica Lursen, Executive Director – ([lursen@butler-bremer.com](mailto:lursen@butler-bremer.com)) with the following information: contact name, e-mail, city, state, zip code, phone number, fax number, position title, and position description. Send check to: Monica Lursen  
27924 Butler Center Rd.  
Clarksville, IA 50619-9253
6. Job postings will be posted within 3 business days of receipt of payment.
7. Once the job is posted, the fee will be non-refundable.
8. If the employer wishes to remove the job before the 30 days has expired, the employer must e-mail the webmaster with this request.