



What's New on CBABC Job Board?

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CBABC Job Board showcases the most legal opportunities in BC. We are pleased to announce several changes to modernize our service, which will make posting jobs and paying invoices for you a smoother, quicker process.

PRICING & PACKAGES: More bundled options now available

In addition to our "2+2" package (two weeks on Job Board, two insertions in News+Jobs e-newsletter), we recently introduced a new package that is quickly becoming our most popular. The "4+2" offers four weeks on Job Board, with two News+Jobs. This allows you a longer run on our Job Board to find that right candidate, while choosing the best dates in that time frame for your News+Jobs insertions. Check out the [2021 Job Board Rate Card](#) for details.

SUBMISSION PROCESS: No more email back-and-forth

Our new Job Board submission form offers a guided process that helps you pick the right package and dates for your needs. Once submitted, your job posting and details are reviewed by our team within one business day. We will share a job posting preview for approval and invoice for payment.

Please note: We will no longer be accepting job postings by email starting April 15, 2021.

EMPLOYER PROFILE: Pre-Filled Form, Automatic Discounts, Posting History

To access the new submission form, you will need to login – either to a CBABC member account, or a free online non-member account. The advantage is that we can store your profile so many of the fields (name, organization, contact details) will be pre-filled on the form, saving you time with future postings. Plus, if your organization is eligible for a discount, it will be automatically applied to all jobs, based on your login credentials. And finally, you'll be able to see your job posting history, which jobs are about to expire, and which ones still require payment.

PAYMENT: Upfront & Online

We now offer several secure payment options:

- Using your PayPal Account
- Paying by credit or debit card (powered by PayPal, but account not required)
- Electronic Funds Transfer through your financial institution
- Calling us with credit card details over the phone (604-646-7863)

Please note: Starting April 30, payment will be required prior to publishing all job postings. We no longer accept cheques by mail.

We are confident the modernization of Job Board submissions and payments will ensure the best and fastest service to all our Job Board customers. Thank you for your continued confidence in CBABC.

LOGIN INSTRUCTIONS

To post a job, please go to our Job Board and then click on **Post a Job** in the left column. If you are not already logged in, you will see the screen below.

The screenshot shows the 'POST A JOB' page. On the left is a sidebar with 'PUBLICATIONS & RESOURCES' and 'Job Board' (with sub-items: Current Postings, Articling/Students, Post a Job, Employer Profile, Rates & Info). The main content area is titled 'POST A JOB' and contains instructions for logging in or creating an account. Two red circles with numbers 1 and 2 highlight the links 'Try logging in with your email.' and 'Create a new profile' respectively.

PUBLICATIONS & RESOURCES

Job Board

- Current Postings
- Articling/Students
- Post a Job**
- Employer Profile
- Rates & Info

Practice Resources

Publications

Equality & Diversity

Young Lawyers Resources

POST A JOB

To post a job, you will need to login – either to a CBABC member account, or a free online non-member account.

LOGIN TO AN EXISTING ACCOUNT

CBABC members can use their login credentials (email and password). This will also work if you were a member previously, or created a non-member profile with us in the past.

1 [Try logging in with your email.](#)

CREATE A NEW ONLINE ACCOUNT

If you don't already have an account with us or aren't sure, follow the prompts to create a new online account.

2 [Create a new profile](#)

Tip: Your email will also serve as your username and should be unique to you. Do not use a general mailbox like info@company.com because it is probably already associated with your company record.

OPTION 1:

If you have an account with CBABC, login using your email and password. This will also work if you were a member previously, or created a non-member profile with us in the past. If it has been awhile since you last signed in, you may need to use the **Set Up My New Credentials** button.

The screenshot shows the 'LOGIN TO YOUR CBA ACCOUNT' form. It has fields for 'EMAIL' (with a placeholder '@cbabc.org') and 'PASSWORD'. There is a 'REMEMBER ME' checkbox and a 'SUBMIT' button. To the right, a message says 'YOUR LOGIN HAS CHANGED' and 'The CBA has changed our login process to make it simpler and more secure for users. If you have not yet set up your new credentials, please take a moment to do so now.' Below this message is a 'SET UP MY NEW CREDENTIALS' button.

LOGIN TO YOUR CBA ACCOUNT

EMAIL
@cbabc.org

PASSWORD

REMEMBER ME [Forgot your password?](#) **SUBMIT**

YOUR LOGIN HAS CHANGED
The CBA has changed our login process to make it simpler and more secure for users. If you have not yet set up your new credentials, please take a moment to do so now. **SET UP MY NEW CREDENTIALS**

OPTION 2:

If you don't already have an account with us, **create a new profile** to access everything related to your advertised jobs.

The screenshot shows the 'SET UP MY NEW CREDENTIALS' form. It asks 'ARE YOU (OR HAVE YOU EVER BEEN) A CBA MEMBER?' with 'YES' and 'NO' buttons.

SET UP MY NEW CREDENTIALS

ARE YOU (OR HAVE YOU EVER BEEN) A CBA MEMBER?

YES **NO**

If your email does not show up in our system, you'll need to **create Non-member profile**.

The screenshot shows the 'SET UP MY NEW CREDENTIALS' form with an error message. The error message says 'ERROR: We cannot find @cbabc.org in our system. You may try an alternative email address below or setup and account using the create Non-member profile form or contact our support team at memberservice@cba.org or 1-800-267-8860.' The 'create Non-member profile form' link is highlighted with a red circle. Below the error message is an 'ALTERNATIVE EMAIL ADDRESS:' field with a placeholder '@cbabc.org' and a 'SUBMIT' button.

SET UP MY NEW CREDENTIALS

ERROR: We cannot find @cbabc.org in our system. You may try an alternative email address below or setup and account using the [create Non-member profile form](#) or contact our support team at memberservice@cba.org or 1-800-267-8860.

ALTERNATIVE EMAIL ADDRESS:
@cbabc.org

SUBMIT

Create your account and Submit.

NOTE! Your email will also serve as your username and should be unique to you. Do not use a general mailbox like *info@company.com* because it is probably already associated with your company record.

CREATE ACCOUNT

CONTACT INFORMATION

FIRST NAME: CBABC LAST NAME: [REDACTED]

E-MAIL ADDRESS: [REDACTED]@cbabc.org

PASSWORD: [REDACTED] CONFIRM PASSWORD: [REDACTED]

PHONE NUMBER: 6046467867

ADDRESS TYPE: BUSINESS HOME

Now that you have set up your account, go back to the Job Board and login using your email and password.

LOGIN TO YOUR CBA ACCOUNT

EMAIL: [REDACTED]@cbabc.org

PASSWORD: [REDACTED]

REMEMBER ME **SUBMIT**

[Forgot your password?](#)

YOUR LOGIN HAS CHANGED

The CBA has changed our login process to make it simpler and more secure for users. If you have not yet set up your new credentials, please take a moment to do so now.

SET UP MY NEW CREDENTIALS

HOW TO POST A JOB

Once you're logged in, go to the **Post A Job Form**.

Step 1: Choose Your Package

To post your job, you'll need to **choose one of the packages** or select **Customize** and choose your preference. The yellow box at the right-top corner will appear with your selection and cost. In Additional Information, check off all that apply.

If you are a recruiter or non-profit organization, please contact ads@cbabc.org so that we may add your discounted rate to your profile.

POST-A-JOB FORM

All orders are subject to review by CBABC before going live on the Job Board. Orders submitted between 8am - 4pm Monday to Friday will be reviewed within one business day.

4+2 Combo
\$1100.00
 plus tax

Step 1: Choose a Package

Please choose a pre-packaged combo for Job Board and News+Jobs. Or create a custom order (most suitable for Job Board only postings).

	JOB BOARD	NEWS+JOBS	STANDARD RATE
<input type="radio"/> 2 + 2 Combo	2 weeks	2 inclusions	\$ 800
Best Value <input checked="" type="radio"/> 4 + 2 Combo	4 weeks	2 inclusions	\$ 1100
<input type="radio"/> 4 + 4 Combo	4 weeks	4 inclusions	\$ 1500
<input type="radio"/> Customize	1-4 weeks	1-4 inclusions	

ADDITIONAL INFORMATION

This is an articling position. Articling positions are posted complimentary for one month.

CBABC Membership 50% Discount: Over 50% of our BC firm/legal department's lawyers are CBA members. (To be verified by CBABC.)

I'm interested in further promoting this job posting with other CBABC advertising options. Please contact me for details and pricing.

Step 2-5: Follow The Instructions per Step

Follow the step-by-step process by clicking on the heading to expand/collapse the panes. Don't forget to read and agree to the Terms & Conditions.

Step 2: Select Your Dates +

Step 3: Job Posting Details +

Step 4: Contact Details +

Step 5: Order Summary -

4+2 Combo Standard Fee: \$ 1100

Discount: 0%

GST: \$ 55.00

Total Due: \$ 1155.00

Terms & Conditions

I/we confirm the above information is accurate to the best of our ability and approve the rate and time period indicated for posting the above forementioned advertisement on CBABC Job Board. I acknowledge that payment is due in full prior to my posting being published on CBABC's Job Board and will hold CBABC harmless in the event my posting is postponed due to delays in settling the outstanding balance.

[Click here to indicate that you have read and agree to the terms and conditions.*](#)

Additional notes/requests

Add any notes you'd like to share with us!

If you have any concerns on the total due, please add your inquiries in the **Additional notes/requests** and submit your job. A CBABC Staff member will be in touch about your inquiry.

Once you've submitted your form, you'll see the following:

POST-A-JOB FORM

THANK YOU

Your posting is currently being reviewed. If payment is required a member of our advertising team will contact you shortly.

If you have any questions please contact ads@cbabc.org.

NOTE! If you don't arrive at the above message, check each of the steps where red writing will indicate information that we are missing to process your job.

GETTING YOUR INVOICE AND PAYING FOR YOUR JOB

Once a CBABC Staff member has reviewed your job request, you'll receive a confirmation email with a **link to your invoice** and a preview of your job posting.

CBABC JOB POSTING ORDER SUMMARY

Order #: -26 **Order Date:** Mar 23, 2021 [Print a copy for your records](#)

Posting period: Mar 23 to Apr 13
News+Jobs eblasts: Mar 30, April 6

4+2 Combo	1100
Discount: None	-1100
<hr/>	
Subtotal	1100
GST# 10684 3451 RT0001	55
Order Total	1155
Amount Paid	0
Amount Due	\$ 1155

Memo: Comments from CBABC Staff to you.

Please allow one business day for payment to be processed.

Payment Information

Find EFT Info here!

Pay with a debit/credit card or with your PayPal account here.

Below is preview of your job posting. Contact ads@cbabc.org if any changes are required. Please note CBABC reserves the right for final formatting.

JOB TITLE

Company/Firm:	Canadian Bar Association - BC Branch	
Posted:	Mar 23, 2021	
Areas of Practice:	Charities & Not-For-Profit Law	
Position Type:	On Contract	
Close Date:	Apr 16, 2021	
Location:	Vancouver	
Experience:	3-5 years	

DESCRIPTION

EXAMPLE:

Here, you'll be able to pay for your job through the following options:

- Manually adding your credit or debit card information
- Processing your payment through your PayPal Account
- Clicking on **Payment Information** for details to send your payment through an Electronic Funds Transfer (EFT).

NOTE! *Cheque payments are no longer available.*

Please review the preview of your job posting and pay. **Once your payment has been processed**, we will publish the job for you.

VIEW YOUR JOB

Go to your **Employer Profile** and view your job(s) at a glance!

The screenshot displays the 'EMPLOYER PROFILE' page. On the left is a sidebar with 'PUBLICATIONS & RESOURCES' and a 'Job Board' menu where 'Employer Profile' is highlighted. The main content area is divided into two sections: 'CONTACT INFO' and 'JOBS POSTED'. The 'CONTACT INFO' section includes fields for Full Name, Company Name, Address, Phone, Email, and Discount Type, with a red box around the image placeholder and a blue callout box stating 'Your Information Will Show Here!'. Below this is a note about discounted rates for legal recruiters and charities. The 'JOBS POSTED' section contains a table of the last 10 jobs. A red warning triangle points to the first row, and a red circle highlights the 'UNPAID' status in the 'AMOUNT' column. A blue magnifying glass icon points to the 'JOB SUMMARY' column.

ORDER DATE	POSTING TYPE	AMOUNT	JOB SUMMARY
Mar 25, 2021 #JB9018286-27	4+2 Combo 📅 Mar 25 - Apr 23 📧 Mar 30, April 6	\$1,155.00 Invoice UNPAID	Job Title Canadian Bar Association - BC Branch Vancouver, BC

On this page, you can see your **Employer Contact Information** and the jobs posted. You can:

- Click on the job title to view your live job
- See what payment is outstanding and pay by clicking on Invoice.
- See the combo or customized package chosen, when your job will expire as well as what News & Jobs inclusions you have chosen.

If your job has already been paid, you'll see the following:

ORDER DATE	POSTING TYPE	AMOUNT	JOB SUMMARY
Mar 25, 2021 #JB9018286-27	4+2 Combo 📅 Mar 25 - Apr 23 📧 Mar 30, April 6	\$1,155.00 Invoice PAID	Job Title Canadian Bar Association - BC Branch Vancouver, BC

EXTENDING YOUR JOB

Under Jobs Posted, you will be alerted to jobs near the closing date. Click on **Renew** to contact us via ads@cbabc.org with your Order # and new dates.

Mar 21, 2021 #JB8474193-25	2+2 Combo 📅 Mar 23 - Mar 31 📧 test	\$840.00 Invoice PAID	Tseeee Test West Vancouver, BC
Mar 19, 2021	Custom: 4 wks, 2 oblast	\$210.00	test3

For any additional inquiries, please contact ads@cbabc.org.