Hot Jobs Email Blast Form

MCCA members wishing to advertise their open positions to our diverse network may participate in MCCA's bi-monthly "Hot Jobs" email blast and Hot Jobs webpage (https://www.mcca.com/career-center/hot-jobs/). This service is provided in addition to the MCCA Job Bank (https://jobbank.mcca.com/), which allows users to post job announcements online in a searchable database.

If you would like to submit a job announcement to be included in the Hot Jobs email blasts and webpage, please forward the following completed form to hotjobs@mcca.com. Please note all fields are required. Word space for each listing is limited to 1200 characters; therefore, please do not include supplemental sheets to this form. Should you find the allotted word space to be insufficient, please include a link which will lead applicants to your website where they may obtain additional information. If this form is incomplete, your position may not be published. MCCA will send out the Hot Jobs email blast of announcements to our network twice a month and post the submitted job announcement immediately on our website.

To submit this form:
1) Fill in all fields.
2) From the Menu bar in Adobe Acrobat, select "File" then "Save As" a PDF. Rename the file with your company's name. (For Example: YourCompanyName_Jan2019_HotJobs_1.pdf; YourCompanyName_Jan2019_HotJobs_2.pdf)
3) Email hotjobs@mcca.com and attach the PDF file(s).

JOB INFORMATION

Position:	
Company:	
Location:	
Practice Area:	

DESCRIPTION

QUALIFICATIONS

CONTACT

LOGO
In addition to this form, please send your company logo to hotjobs@mcca.com. All logos **must be in an "eps" or "ai" version**. If "eps" or "ai" is not available, please submit a **transparent png at 300 dpi, 10ft width.**