C4NPR Job Center
FREQUENTLY ASKED QUESTIONS

Q: When does the upgraded C4NPR Job Center go live?

A: The C4NPR Job Center came online 01-08-19.

Q: If I have an account in the existing C4NPR Job Center, do I need to set up a new account?

A: As of 01-08-2020 each organization will request a new account through the Job Center at c4npr.org. One account per organization will be authorized. The organization EIN will be the User ID.

Q: Will I need an individual account to post for my specific department/program/work area on the Job Center?

A: No, individual accounts cannot be established. All postings for an organization will come from the authorized organization account. The organization EIN will be the User ID. One account per organization will be authorized. The authorized organization will determine how their account will be maintained and administered within their organization.

Q: Who can post a position on the C4NPR Job Center?

A: Nonprofit 501(c) 3 organizations can request an account for the C4NPR Job Center. Once the request is reviewed and the account is activated the organization will be ready to post.

Q: Is there a cost to request an account for the C4NPR Job Center? Is there a charge to post open job descriptions?

A: There is no cost to request an account for the C4NPR Job Center. There is no cost to post a position on the C4NPR Job Center.

Q: What positions can be posted on the C4NPR Job Center?

A: The C4NPR Job Center is available to post paid staff positions of 501(c) 3 nonprofit organizations where the position is located in northwest Ohio or southeast Michigan.

Q. Is there a limit to the number of positions that can be posted?

A. There is no limit to the number of position that can be posted on the C4NPR Job Center.

Q: Can more than one person posts jobs?

A. One account per organization will be authorized using the EIN as the User ID.   The authorized organization will determine how their account will be utilized.

Q: What is the timeframe/length of a job post?

A: The system auto populates a job listing for 60 days. If you need to post a position for less than 60 days, please contact The Center at info@c4npr.org and our staff will edit your posting with the revised date.

Q: What happened to the jobs posted at the time the new website went live?

A: If your organization had a posting on the C4NPR Job Center prior to the launch of the new system the job will need to be re-posted if you want to continue recruiting. (Sorry, we couldn't get around this one)

Q: How do interested candidates apply for an open positions?

A: Each organization decides how applications are received. This is typically done by including a URL in the job posting. The C4NPR Job Center promotes opportunities but is not involved in the processing of applications.

Q. What steps can be taken if an organization can no longer access their account?

A: If you know the email for the contact on your account, you can go to the Login page, click on "Forgot Password" and request a new password be sent to the contact's email. If you do not know who the contact person is for your account you can contact The Center at 419-241-9513 to assist in re-setting your account.

Q. How can the password be re-set?

A: On the bottom of the log-in page click

   "Lost your Password?"