



## Job Board Policy & Procedure

### **Employment Opportunity Postings**

Posting must be relevant to the discipline of vegetation management.

Posting must be sent in Word format (.doc or .docx) (Word documents will be converted to PDF prior to posting upon content approval).

Posting must include an end date.

The IVMA reserves the right to accept or reject any posting or content.

### **Job Seekers**

Resumes must be sent in Word format (.doc or .docx) (Word documents will be converted to PDF prior to posting upon content approval).

Resumes will be posted for 6 months after which they will be deleted. If you wish your resume to be removed from the website prior to the end of the 6 month duration, you must contact [reception@ivma.com](mailto:reception@ivma.com) and issue a special request.

The IVMA reserves the right to accept or reject any resume or content.

### **To Post an Employment Ad or Resume**

Submit documents to [reception@ivma.com](mailto:reception@ivma.com)

An email will be sent to confirm the submission has been accepted.

Approved submissions will be posted as soon as possible.