



National Health Council

1730 M Street NW, Suite 500, Washington, DC 20036-4561 ■ 202-785-3910 ■ www.nationalhealthcouncil.org ■ info@nhcouncil.org

Job Bank Guidelines

Revised: 1/28/2013

As a service to members, the National Health Council has created a special page on its website for member organizations to post job openings. Here's how it works.

- Members may submit job descriptions (100 word limit) with either an e-mail or website link back to the member organization.
- Postings run for three months and then are automatically deleted by NHC staff. Members should notify the NHC if the opening is filled before then and the listing will be deleted.
- Postings may be renewed for one additional three-month period.

The idea of the job bank is to foster the unique talent pool among NHC member health organizations. The NHC views the job bank as a way to help you connect with talented and experienced people – and vice versa.

The NHC reserves the right to post job openings from nonmember entities, such as government agencies, if it is determined this service will benefit the NHC in meeting its mission and goals.

To submit a job opening, please e-mail the NHC at info@nhcouncil.org using the form on the following page.

For more information about the service, please contact Susan Lau, Vice President, Member Relations, at 202-973-0540 or slau@nhcouncil.org.

NHC JOB BANK SUBMISSION FORM

JOB TITLE: _____

ORGANIZATION: _____

DATE POSTED: _____

JOB CONTACT E-MAIL OR WEBSITE: _____

JOB DESCRIPTION: (100 WORDS MAX.)