



Finding Jobs: Setting up Job Search Agents and Webcrawlers for NP Sector

A successful job searcher will continue to look for and apply to jobs, generally within the first two weeks of a job being posted, until she accepts a position. This means keeping on top of when positions are posted. To become efficient at that, here are some tips for setting up job search agents and webcrawlers, which will automatically notify you when positions of interest are posted.

How do I know which one is likely to be most useful to me?

- **Job Search Agents** are platforms generally hosted by a single organization, especially larger ones, like professional associations.*
 - **Webcrawlers** are not organization-specific but rather cull job postings from across the web. These sites are great if you are interested in searching more generally across sectors for jobs focused on a specific content area or with a certain skill. Sites include Indeed.com and SimplyHired.com
- *Professional organizations and/or publications may use either **job search agents** or **webcrawlers**. These sites are good for hard-to-fill positions. Examples include National Council of Nonprofits, Nonprofit Quarterly, National Association of Nonprofit Professionals, American Evaluation Association (AEA), etc.

Please note: If you are looking for positions in smaller organizations—or positions that typically are available in smaller organizations (e.g., VSA MA, Salem Witch Museum)—you may find that they don’t post their positions online at all. For these, word of mouth is critical. Be sure to *Follow* these organizations on LinkedIn. I highly recommend going back to LinkedIn tip sheet for strategy—and start or continue those informational interviews.

JOB SEARCH AGENTS

Example: National Council of Nonprofits

1. Visit the Association’s job site here: <https://careers.councilofnonprofits.org/?ts=1559076607>

2. Click on your preferred area of work, e.g., Education, Public Policy/Advocacy



3. Click on **Job Alerts** to add keywords and geographic information to your search and click *Subscribe*

The screenshot shows a 'JOB ALERTS' form with three input fields: 'Keywords', 'City, State - Start typing to select', and 'Email'. Below the fields is a red 'SUBSCRIBE' button. A small note at the bottom reads: 'By clicking this button, you consent to receive emails.'

4. In future, you can **Sign in** at the *JobSeeker Login* prompt at the top of the main page





WEBCRAWLERS

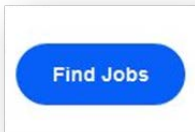
Example: *Indeed.com*

1. To find positions of interest at Indeed.com, visit the site here: <https://www.indeed.com/>.
2. Input keywords into the search box

What
Job title, keywords, or company

college access

3. Click on Find Jobs



4. Enter your email and click **Activate** to be notified of new job postings (and select to be notified of recommended jobs too, if you want)

Be the first to see new college access jobs

My email:

rachel_gakenheimer@gse.ha

Also get an email with jobs recommended just for me

Activate

FOLLOWING ORGANIZATIONS ON LINKEDIN

Ex: *LinkedIn.com*

1. Visit LinkedIn here: <https://www.linkedin.com/>.
2. Find Organization in *Search* bar
3. Click into Organization
4. Click *Follow*