Latin American Youth Center

JOB POSTING PROCEDURE

STEP 1: Hiring manager completes the [Request for Job Posting Form](#) and submits the form via email to jobs@layc-dc.org.

- For new positions, HR uses information on the form to create a new job description.
- For existing positions, Hiring Managers must submit a previously-approved job description and form noting relevant changes, additions, or omissions. HR uses the information to revise the existing job description as needed.

STEP 2: HR prepares a revised or new job description and sends the final PDF version to the Hiring Manager, Department Director, and relevant Senior Staff (in this order) requesting approval signatures within two business days. Relevant Senior Staff based on the position are:

  - **Chief Programs Officer (CPO)** for program vacancies
  - **Chief Operating Officer (COO)** for administrative vacancies
  - **Chief Strategy Officer (CSO)** for special project vacancies

STEP 3: Each staff member listed for approval reviews the final job description and either signs off or sends relevant corrections back to HR. All signatures should be completed within two business days.

  - **Hiring Manager** approves revised or new job description to ensure it includes accurate or updated language.
  - **Department Director** approves revised or new job description to ensure that it includes accurate salary and position title and that there is a signed/active grant or contract in place for this position.
  - **Relevant Senior Staff** approves the revised or new job description to ensure it is part of a signed contract or grant agreement ready for public posting.

STEP 4: HR receives approval signatures from all parties and posts the job description internally and externally (simultaneously) within 2 business days.

  - Job Announcement is posted on LAYC website, ADP website, Indeed, Glassdoor, ZipRecruiter, and Handshake (Handshake posts to over 260 University websites, including University of Maryland, University of the District of Columbia, and Catholic, Howard, and George Washington Universities).

STEP 5: HR sends a weekly email to LAYC staff announcing all vacancies (new and recurring) with links to relevant job descriptions.