



Please review our job post policy and feel free to submit your job opening to jobs@katymagazine.com.

HOW TO SUBMIT

Email 75 words or less to jobs@katymagazine.com. Katy Magazine Print Advertisers may submit 125 words or less per job opening.

FORMAT LIKE EXAMPLE BELOW

ADMINISTRATIVE ASSISTANT

Company Name is currently seeking an administrative assistant to support their busy finance department. Requires 2+ years' experience in a corporate environment, excellent communications skills and experience with MS Office and Outlook, The ideal candidate is organized, dependable and has excellent telephone and office skills. Strong proofreading skills and attention to detail is also required. Email resume and cover letter to jobs@companyname1.com.

FREE BASIC JOB POSTS – Non-Katy Magazine Advertisers – 75 Words – not all are posted

We sometimes allow you to post free job posts at first to help you see how power of our web and online presence is in Katy! Plus, we like helping the community find work. These free community posts are at the discretion of the magazine and not all are posted. We will try to post your job within one business day, but cannot guarantee.

FREE UNLIMITED JOB POSTS – Katy Magazine Advertisers Only – 125 words with logo, if provided

As a magazine advertiser, you may post regular job ads throughout your campaign free. Posts may be up to 125 words each.

- The job location does not have to be within Katy ISD boundaries.
- The requestor must be a representative of the company (no agencies please unless you are a Katy Magazine advertiser).
- Jobs will be posted quickly – usually within a few hours on same business day if submitted before 5 p.m.
- Changes will be made as soon as possible (usually same business day).
- Your logo and website link is included if you would like.
- To become a Katy Magazine print advertiser, call 281-579-9840 and ask for sales.
- (Although most job posting requests are accepted, the editor reserves the right to reject any job posting for any reason.)

ALL OTHER JOB POSTS REQUIRE \$50 FEE

A \$50 fee per job opening will be required for all other job openings including agencies, rush job posts, jobs outside of the Katy ISD boundaries. To post a PAID AD, submit it to jobs@katymagazine.com and then call our accounting department with your credit card information.

JOB POSTING GUIDELINES

- The magazine has the right to refuse posting of any ad for any reason.
- All jobs will expire after 30 days or until you alert us, whichever comes first.
- We do not post jobs that compete with our own open positions or our magazine advertisers' posted positions.
- You may resubmit your opening after these openings have been filled and try again.
- All jobs are sorted by position title and should be specific. No help wanted, hiring all positions, etc.
- Format position similar to example on top of page. Unformatted job posts may not be posted.
- No commission only, contract, pyramid opportunities, national work from home jobs, generic national jobs, etc.
- We do not post jobs that discriminate against race, color, religion, sex, or national origin, gender, etc.

As a free community jobs site, we reserve the right to reject any job opening request by anyone for any reason. All parties are responsible for background check and screenings of potential employees and employers. Katy Magazine accepts no liability for actions or conduct of job seekers or employers affiliated with postings on www.KatyMagazine.com's free community jobs page.