



www.jobsgatheringplace.com.au

Information for Advertisers

Jobs Gathering Place is a national website that aims to make it easier to advertise and find a wide range of opportunities within the Aboriginal and Torres Strait Islander sector. The website is perfectly suited for:

- Aboriginal & Torres Strait Islander organisations trying to recruit staff for positions.
- Any organisation attempting to promote Aboriginal recruitment, scholarships, education or training.
- Any organisation that specialises in providing consulting, education, or training to Aboriginal organisations or related to Aboriginal issues.

Ten reasons for advertising with us

1. We make it easier to reach a national, targeted audience.
2. We bring a wide range of opportunities together in one central location.
3. We reduce your advertising costs.
4. You don't have to be a graphic artist or website designer to do up an advertisement – we do all the hard work.
5. We are flexible and can try to accommodate any specific advertising needs you have.
6. For job listings, if you fail to fill a position and need to re-advertise it with a new closing date, we will do this for you free of charge.
7. The website is marketed throughout Australia and the Torres Strait Islands. We promote the website through a wide range of avenues including Indigenous community organisations, employment networks, and cultural organisations.
8. We keep the website simple so it is easy to use and so that your listing is only ever a couple of clicks away from any page.
9. We protect your personal information. Your details will not be made available to any other organisation to protect your email address from unwanted marketing.
10. We are open to your suggestions and feedback.



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Types of listings available

- **Job listings**
Reach a national audience for just \$99. Your listing will stay on the website until the position closing date. After this time the job will be marked as closed and any personal contact information e.g. contact person, email addresses will be removed from your ad.
- **Ongoing recruitment programs**
Perfect if your organisation has an ongoing program aiming to attract Aboriginal & Torres Strait Islander applicants. Indigenous organisations can also advertise ongoing recruitment for staff e.g. doctors for an Aboriginal Medical Service. Your listing stays active for up to 12 months.
- **Consultant listings**
For consultants providing any type of service associated with Aboriginal and Torres Strait Islander issues. Your listing stays visible for 12 months.
- **Scholarship listings**
Advertise scholarships your organisation is offering targeted toward Aboriginal applicants. Your listing stays active until after the closing date for the scholarship.
- **Education and training**
Get the word out about your education and training programs. Whether it is higher education degrees, short courses, cultural awareness programs, or apprenticeships – this is a great way to reach a wide audience. Listings stay active until after the closing date. If you have your full year schedule in place your ad can stay active for up to 12 months.

Advertisement format

Your listing on Jobs Gathering Place will be made up of 2 components:

1. **A summary listing on the category page for your advertisement.**
This is where website users browse the list of advertisements in a particular category e.g. executive job listings, consultant listings, scholarship listings. We put this together from the information you submit, but you can specify what you want written here if required. Website users can click on a link from here to view your main listing. Job listings can appear in up to 2 categories e.g. a CEO position at a land council might be listing under the Executive jobs category and the Heritage/Land Councils jobs category.
2. **Your advertisement.**
This is a full webpage devoted to your listing. It can contain any information you like, but typically will include your logo, listing information, links to your website or to position descriptions, contact information, and application procedures. We can also set up a form at the bottom of your listing which website users can use to contact you. The information filled in on the form by website users is automatically emailed directly to the email address you specify.



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Formats for submitting your listing

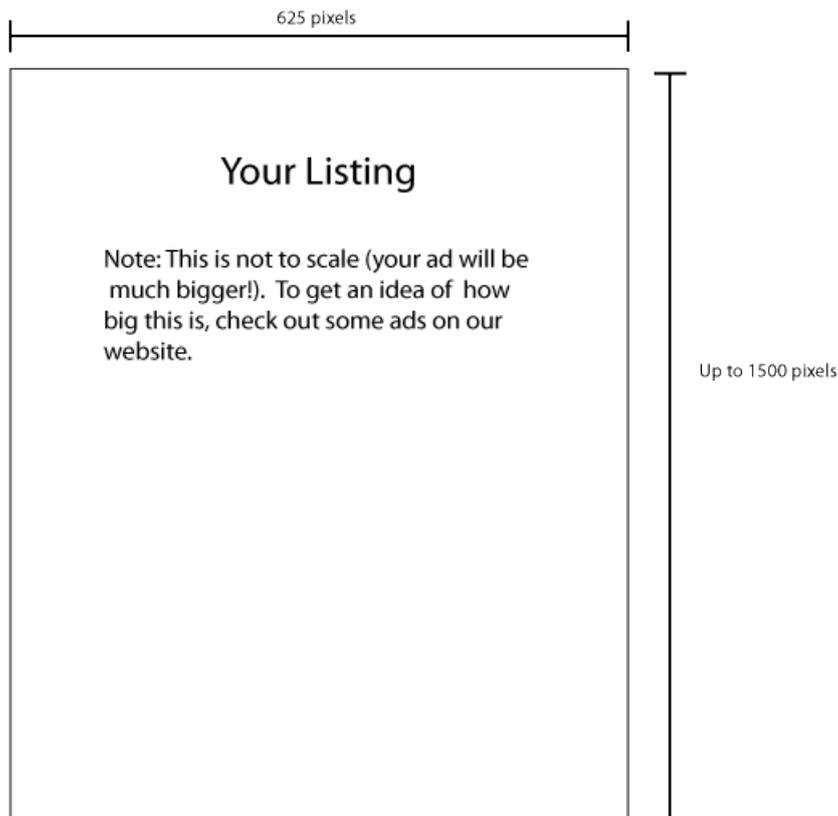
The preferred format for submitting your ad is MS Word or PDF, but we can work with whatever is easier for you. You may have an ad that was made up for a newspaper or by a graphic designer in .GIF or .JPG format – we accept these too.

It makes it easier for us if the ad is formatted how you want it to appear, but don't be too worried about this. All we really need is the text of your listing and we can format it for you.

Whichever way you submit your ad we will can give you a sample to view on-line. You can then ask for changes to be made before you give final approval for your listing to be visible to everyone on the internet.

Dimensions of your listing

Your main listing on the website can be up to 625 pixels wide and 1500 pixels high. Don't worry too much about these measurements as we can put your listing together so it fits within this space.





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How to submit an advertisement

Advertisements are only accepted via email. Submit your ad by filling out the form on the “Advertise with us” page (accessed via the link at the top of the website). This form allows you to attach your advertisement and other information such as logos or position descriptions, and allows you to customise your ad. Your advertisement will usually be ready to go online within 2 business days.

Payment for advertisements

Pricing for advertisements can be found on the “Advertise with us” page of the website. You will be billed for the advertisement once you are happy with the content and layout of the ad and it has been placed online. Accounts can be paid via direct credit or cheque.

Contacting us for further information

If you require further information about advertising with us, or if you want to discuss any special advertising needs, please feel free to contact us.

- **Email:** go to our website and click on the “Contact Us” link at the bottom of the page. Complete the form with any questions you have and we will get back to you.