

**Commonwealth Workforce Coalition  
Online Workforce Development Job Bank**

The CWC Workforce Development Job Bank lists job openings in adult and youth education, training, and employment programs across Massachusetts.

If your organization has a workforce development job opening that you would like to post, please follow the steps below:

- A) Complete the form below – this information in #1-#5 will appear on the job posting webpage.
- B) Attach the job description – please make sure that the job description has contact information listed on it! Please attach as a Word document or in a PDF format. All job listings will be posted in PDF.

Either email this form and the job description to Ann Donner at [adonner@cedac.org](mailto:adonner@cedac.org) OR fax the form and the job description to Ann Donner at 617-727-5990. For questions, call Ann at 617-727-5944.

**Commonwealth Workforce Coalition  
Online Workforce Development Job Bank – Job Posting Form**

1. Job Title	
2. City/town where job is located	
3. Organization	
4. Contact name (to whom should the applicant refer her/his resume?)	
5. Application Closing Date	
6. Email address for CWC to contact if there is a problem with posting the job	

***Please use a separate form for each job opening!***