

Horticulture Co-op of Metro St. Louis

Sharing Knowledge Since 1995

OUR MISSION: To foster greater unity among the participating member organizations by creating and expediting activities intended to encourage the membership to share knowledge and participate in the achievement of mutual goals.

PROCEDURE for Posting Jobs at www.hortco-op.org

As of 08/03/10

STEP 1) Go to <http://www.hortco-op.org>

STEP 2) Select “**Jobs**” (6th link from the left across the top of the page)

STEP 3) Select “**Need to Post a Job?**”

STEP 4) Select “**User Application**” (lower left corner of the page)

STEP 5) Complete all required fields of the “**User Registration Form**” (when you create your login, be sure to use your primary business email address)

STEP 6) Select “**Submit Registration**”

STEP 7) After submitting your registration, a new page will appear which allows you to:

- 1) Upload your company logo
- 2) Post job information - Create a New Job Posting
- 3) View your company’s job postings
- 4) Edit your user profile
- 5) Change your password
- 6) Log out

QUESTIONS?

Contact Hort Co-op Executive Secretary Karen Koehneman

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Hort Co-op Member Organizations:

Gateway Professional Horticulturist Association
Greater St. Louis Flower Growers Association
Landscape and Nursery Association of Greater St. Louis
St. Louis Arborists Association