

# To Submit a Job Ad Placement

\*If you do not have the information provided below on your current Ad attachment,  
Please follow the format below.

## PLEASE SUBMIT YOUR JOB AD IN THE FOLLOWING FORMAT:

AGENCY  
MEMBER PLACING ANNOUNCEMENT  
CONTACT INFO AND PHONE NUMBER  
POSITION TITLE  
SALARY  
BENEFITS  
JOB LOCATION  
POSITION DESCRIPTION  
QUALIFICATIONS  
APPLICATION PROCESS  
CLOSING DATE

After completion of the above:

**Email:** [SCMAF@SCMAF.org](mailto:SCMAF@SCMAF.org)

**or send by Fax:** (626) 448-5219.

**NOTE:** The rate for placing an ad online is \$75.

Your ad will run for 30 days from the date it is posted. If you require a longer posting, **please** state this in your email or fax and you will be billed accordingly.

Please contact the SCMAF office at **(626) 448-0853** if you have any questions.