

Position Place: Making the Connection

In a time where well-qualified Environmental Public Health professionals are highly sought after, the Position Place service from the Canadian Institute of Public Health Inspectors has proven to be an effective and inexpensive medium for conveying information about job advertisements to the Canadian Environmental Public Health workforce, which can be accessed by both a national and international audience.

Approved advertisements will run for 30 days, unless otherwise specified by the advertiser. The cost for posting an employment opportunity is \$150 for each advertisement. Ad size should be the standard 8½ x 11 page, portrait-style orientation. CIPHI exclusively uses PDF for posting employment opportunities. Your document should be submitted as a standard Word document.

It is suggested that advertisements include the following information:

- Job title
- Competition number
- Opening and closing dates
- Office location
- Salary range where applicable
- Duties and responsibilities
- Expected or minimum qualifications
- Where to submit an application
- Contact information for further information

Once received, the CIPHI office will make every reasonable effort to immediately post advertisements. However where certain conditions make it impossible for an advertisement to be immediately posted, CIPHI will endeavour to post the advertisement within two business days. If after the posting is complete and the Employer wishes to replace the posting with an updated version within the 30 period, a **\$25 reposting fee** will apply. Employers wishing to extend the posting date of the advertisement for an additional 30 days can contact the CIPHI office prior to the date of expiration of the initial advertisement.

Invoices will be sent out electronically to either the submitter of the advertisement or any individual named as the organizational contact for invoicing. Payment is due in full within 30 days upon issuance of an invoice by CIPHI. Penalties may apply to unpaid and overdue invoices.

For Corporate and Affiliate members of CIPHI, you will receive a 15% discount per posting. CIPHI also offers employers a special discounted rate. Should an employer place four postings in the Position Place within an 18 month period, the fifth posting will be without charge!

Questions respecting advertising in the Position Place may be directed to the CIPHI National Office at telephone number (888) 245-8180 during regular business hours of 8:30 am to 5:00 pm (Pacific Standard Time). More information is also available on the CIPHI National website at www.ciphi.ca. Advertisements may be submitted directly to the CIPHI National Office at office@ciphi.ca.

Please Note: It is the responsibility of the advertiser to ensure the accuracy of the information provided. Information provided on this site is reliable only for the time of submission. Every effort is made to ensure the information is up to date and accurate; however the Canadian Institute of Public Health Inspectors does not guarantee the quality, accuracy, completeness or timelines of the information provided. Information may be changed without notice.