

ECEhire.com Tip Sheet

What is ECEHire.com?

ECEhire.com is an employment portal for early care and education providers and professionals in Pennsylvania. The site enables PA providers to promote open positions and helps professionals identify open ECE and childcare jobs in their region. There are resources for employers and job seekers throughout the site.

How do I register as an employer on ECEhire?

The [ECEhire.com](#) Employer Registration page provides general information about how to post jobs, edit pre-existing job postings, and create a company profile on ECEhire.com.

Click the [Register Now](#) button on the [ECE Employer Registration page](#) to create your employer account.

You must create an account and activate it via email to be able to post jobs. Be sure to check your spam folder for activation emails.

How do I post or edit a job on ECEhire?

Once your employer account has been created and activated, you can [log in](#) to ECEhire.com and access your [Employer Portal](#). Click the [Post A New Job](#) link found within the portal to begin creating a job listing.

All Day of Hire for Child Care job posts should include “CCHD” in the Job Title.

Example: CCHD – Assistant Teacher

In the Brief Description section, please include Child Care Hiring Days for PA details specific to your program including time, date, location, contact person and any additional important details for job seekers.

Complete the online job form (all fields with an asterisk are required). Enter promo code **CCHD** to waive the \$10 job listing fee, then click Save. This promo code is valid for use through March 31, 2022.

Upon successful completion of these steps, your job listing will be live and viewable on ECEhire. You will be able to view and edit your job listings within your [Employer Portal](#).

What should I do if I’m having trouble registering or posting a job on ECEhire?

If you encounter technical problems with the functionality of our site, please reach out to [ECEhire.com Technical Support](#).

If you have questions about this tip sheet or using ECEhire.com, please email ECEhire.com@phmc.org