

PARISH GUIDE

Job Board — How It Works

Neighbors helping neighbors find honest work — anonymously.

A simple, step-by-step guide for parishioners and parish staff · Powered by Nave

At a glance

The **Job Board** is a parishioners-only space where members post work they need done and work they can do — and connect privately. Like Matrimonials, every listing is **anonymous** and people are introduced only through a **double-blind** step that both sides agree to.



 **Help Wanted**

You're hiring — a task or job you need a hand with. e.g. "Weekend kitchen help," "Piano teacher wanted."

 **Seeking Work**

You're available — skills and time you can offer. e.g. "Experienced caregiver, weekdays," "Bilingual tutor."

Parishioners only, anonymous to one another. Sign in with your parish account to view, post, or respond. Listings show no names or contact; the board is never public and never indexed by search engines.

The parish is a trusted host, not an employer or agency. The parish offers this board as a courtesy. It does not vet, endorse, employ, or vouch for anyone, runs no background checks, and is not a party to any work or hiring arranged here. Agree on terms, pay, and safety directly — you're responsible for your own decisions. You accept these terms when you post or respond.

Part A • For parishioners

Everything here requires you to be signed in — that's what keeps the board members-only and keeps you anonymous to everyone else.

USE CASE 1 • POST A LISTING

Who: A signed-in parishioner. **Goal:** Offer a job or advertise your availability.

1. Open the **Job Board** (it also lives under **Resources**) and go to **Post a listing**.
2. Choose **Help Wanted** (you're hiring) or **Seeking Work** (you're available). Add a title, an optional category, details, and optionally a location and pay/terms. Don't include your name or contact — those stay private until you connect.
3. Read the safety terms, tick the box, and tap **Post my listing**.

Result: Your anonymous listing appears for fellow parishioners. It retires on its own after 45 days so the board stays current — re-post any time.

USE CASE 2 • FIND WORK OR HELP, AND REACH OUT

Who: A signed-in parishioner. **Goal:** Connect with a poster, privately.

1. On **Browse**, filter by **Help Wanted** or **Seeking Work** and read the listings.
2. On one that fits, tap **I'm interested** (or **Reach out**), add a short note, and send it.
3. The poster is notified that someone's interested — **without seeing who** until they choose to connect.

Result: Your interest reaches them privately; track it on your **Inbox** tab.

USE CASE 3 • CONNECT OR PASS

Who: A poster who received interest. **Goal:** Decide whether to share contact.

1. Open your **Inbox** → "**Interest in your listings**" and read each note.
2. Tap **Connect** to share contact, or **Pass** to decline (nothing is shared).
3. On connect, you're **both** emailed and each other's name & contact appear in your Inbox — only then, and only to the two of you.

Result: A private introduction; you arrange the details directly from there.

USE CASE 4 · MANAGE YOUR LISTINGS

Who: A signed-in parishioner. **Goal:** Keep the board accurate.

1. On **My listings**, **pause** a listing, mark it **filled** when the role is taken, or **delete** it.
2. On your **Inbox** → **Your outreach**, **withdraw** any interest you sent.
3. See something off? Tap **Report** — enough reports auto-hide a listing for staff to review.

Result: A current, trustworthy board, with you in control of your own listings and outreach.

Part B • For parish staff

The board runs itself; staff tend it from one screen: **Admin** → **Community Boards** (shared with Matrimonials).

USE CASE 5 • MODERATE THE BOARD

Who: Parish staff (welcome/hospitality access). **Goal:** Keep listings appropriate.

1. Open **Admin** → **Community Boards**. Spam-flagged or community-reported listings wait here; clean ones publish automatically.
2. Tap **Approve** to publish, **Hide** to pull a live listing back, or **Delete** to remove it.
3. The poster's identity is visible to staff here for accountability, while parishioners stay anonymous to one another. Every action is recorded in the audit trail.

Result: An open, immediate board with a quiet safety net — and a complete record of staff actions.

Quick reference

Who can see the Job Board?	Only signed-in parishioners. It's never public and never indexed.
What can I post?	Help Wanted (you're hiring) or Seeking Work (you're available) — with a title, details, and optional category, location, and pay.
Is my contact shown?	No. Listings are anonymous. Contact is shared with one person only after you both agree to connect.
How do we connect?	Express interest privately → poster is notified (without seeing who) → Connect or Pass → contact revealed to both only on connect.
Does the parish guarantee the work or pay?	No. The parish hosts the board as a courtesy and isn't a party to any arrangement. Settle terms, pay, and safety directly.
How long does a listing last?	It retires automatically after 45 days. Re-post any time.
Where do I find it?	On the parish website under Resources → Job Board (sign in first).

The big idea: A trustworthy way for parishioners to give one another honest work — anonymous to the world, accountable within the parish, connected only by mutual consent. Be of help to one another first.