“Idealist connects people, organizations, and resources to help build a world where all people can live free and dignified lives.” It’s also a great way to find a job! This tutorial will show you how to search the site for the perfect career.

Head over to http://www.idealist.org

It is easy to search Idealist for job, internship, or other resource. Start by clicking on the down arrow under “All Types.”

You will now see all the types of resources you can search for. Most of the time you will likely be looking for JOBS, but you might also be interested in volunteer opportunities or a job fair, which could be found under EVENTS. For this example, we are going to look for a JOB.
Now that we have decided to search for a JOB, we can also search for “keywords” such as education, administrative, or accounting. For this example, I typed in “education.” Feel free to put anything you want.

You also need to enter your location.

Hit “SEARCH”

You will now hopefully see lots and lots of results. Sometimes seeing too many can be overwhelming. Therefore, you might want to narrow your search. Idealist makes it easy to do so. Simply click on any of the options to the left and it will add these items to your search.

For example, if you are only looking for Full Time work, click on “Full time.” Have an idea of how much money you need to make, you can choose that here as well.

Remember though, the more specific you get with your job search, the less results you will see. It might be wise to be rather general in your search and if you find a large number of positions, narrow your search one step at a time.
Here is an example of the job search results page. Based on my search criteria, I found 464 results.

I can now scroll through these results. Do not forget that there are multiple pages. You can jump from page to page by clicking on the page numbers.

For each job you will see the job’s title, the company or organization, along with the location, job description, and date it was posted.

After scrolling through the search results, click on a job that might interest you. You will now see a more detailed description of the position in the main section of the page, along with job responsibilities and other important information.
On the right side of the page, you will see a summary of the position you select. This is a good way to see if you might be a good match.

Scrolling down the page a bit, you will see a more detailed description of the position, along with the qualifications required by the employer.

If you have decided that this is the job for you, scroll to the bottom of the page and look for the How To Apply section. Here you will find the instruction provided by the employer on how to contact them. In this example, the organization wants me to email them a cover letter and resume.

When companies and organizations list qualifications, they list everything they can think of. Rarely, does any applicant meet each and every one. If you are interested in a job, and you hold some of the requirements, but not all, you should still apply!