Job Alert Instructions

Step 1: Visit www.jointheportauthority.com
On the upper-right portion of the page click on Learn More in the area titled Positions at the PA as shown below:

Step 2: View open job postings
After clicking on Learn More you will be brought to a page with all of the Port Authority’s current job openings.

Step 3: Search for jobs
A search can be performed using a keyword or by choosing from one of the categories on the left side of the page. If searching by keyword first, the search can be further refined by choosing from one of the categories on the left side of the page:

Step 4: Create job alert
To be notified via email when new jobs are posted matching your search criteria please click the Create Job Alert button. You will be brought to the My Job Alerts page where you will find instructions on creating a job alert. (If you have not signed in yet, the system will ask you to sign in. You can also register an account if you do not have one yet). You will be asked to name your job alert, enter a preferred email address, and click the Save Search button once complete:

You can create up to (5) job alerts based on different searches and/or criteria.

Step 5: Await job alerts
After creating a job alert, you will initially receive an email with every job that matches your search criteria. Going forward you will only receive a job alert email when a new job is posted matching your search criteria. If you wish to unsubscribe from job alerts, then instructions will be provided in your job alert email.