



JOB SUBMISSION GUIDELINES

Lutheran Services in America provides the **Personnel Bulletin** as a resource for Lutheran social ministry organizations to amplify the announcements of their employment opportunities to a wider audience. We publish job listings to our website within three days upon receipt and distribute our e-newsletter twice each month.

For reference, you can [subscribe to our Personnel Bulletin](#) and [view our current listings](#).

Format

Job announcements should be written in third-person and formatted to include the following information:

1. Job title
2. Organization name
3. Location of position
4. Brief description of the position (limited to approximately **50 words**; we reserve the right to edit notices of excessive length)
5. Method of receiving applications (choose one):
 1. Link to an online listing
 2. Contact name, email or phone number and concise application instructions

Sample Submission

Vice President of Strategic Initiatives
Lutheran Services in America
Washington, DC

As a member of the executive team, this role is responsible for all programmatic efforts in support of our strategic plan. Your primary responsibility is to ensure service delivery consistent with our organization's mission, values and vision through appropriate planning, implementation and evaluation of assigned programs.

URL to apply: www.yourorganization.org

or

Contact information: Please forward your resume to John Smith at jsmith@yourorganization.org with the subject line "Vice President of Strategic Initiatives position."

Notice Duration and Costs

We publish each job notice in six issues of the Personnel Bulletin over a period of three months.

When your position is posted to the website, you will be invoiced a **\$65 fee for each position** you advertise. The listing start date begins on the same day the listing is published to the website.

How to Submit

Submit your job announcement to **Christopher Findlay** at cfindlay@lutheranservices.org. Please allow three business days for posting.

Questions?

Contact Christopher Findlay, Senior Manager, Marketing & Communications, at cfindlay@lutheranservices.org or 202-499-5833.