



Lutheran Services in America

Together we can

FROM: Evia Cozart

DATE: July 17, 2006

SUBJECT: PERSONNEL BULLETIN GUIDELINES

The Personnel Bulletin is a tool that is provided by LSA as a helpful resource for announcing the availability of positions for employment to people who might have interest in them. It is sent out twice each month by fax or e-mail to all social ministry organizations within the LSA system, judicatories of the ELCA and the LCMS, and other entities or individuals who have requested it. It is also posted on the LSA website and the ELCA intranet.

Position announcements should be limited to approximately 90 words (or 1050 characters including spaces) and should include a brief description of the position, the required qualifications, application deadline, and information about who an applicant should contact. Each advertisement should be a posting for only one position. (Please note: LSA reserves the right to edit notices of excessive length.) Each notice that is placed in the Personnel Bulletin is published for six issues over a period of three months. The cost of this service is \$65 for each position advertised.

If you would like to submit a position announcement for publication in the LSA Personnel Bulletin, you may do so by sending the information to:

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When your position is listed you will be invoiced for the \$65 fee for each position you advertise.

If you have any questions or need further information please feel free to contact me. Again, thank you for your interest in this resource provided by Lutheran Services in America.