



PERSONNEL BULLETIN GUIDELINES

December 17, 2018

The Personnel Bulletin is a tool that is provided by Lutheran Services in America as a helpful resource for announcing the availability of positions for employment in the Lutheran social ministry community. Postings are available to any Lutheran social ministry organization. Listings are published to the Lutheran Services in America website and distributed twice each month via the Personnel Bulletin e-mail which is sent to all social ministry organizations and individuals who have requested to receive the publication. If you would like to subscribe to the Personnel Bulletin, [click here](#).

Position announcements should be written in third-person, limited to approximately **200 words**, and should be formatted to include the following information:

1. Job title
2. Organization name
3. Location of position
4. Description of the position including the required qualifications (Please note: Lutheran Services in America reserves the right to edit notices of excessive length)
5. Application deadline and instructions including some or all of the following: Contact name, contact phone number, contact email, and/or a link to online listing/application instructions

Example position submission:

Senior Manager of Philanthropic Engagement
Lutheran Services in America
Washington, DC

Lutheran Services in America is hiring a Senior Manager of Philanthropic Engagement to (200 words)...

Contact information:

John Smith

jsmith@yourorganization.org

202-555-1234

URL to apply: www.yourorganization.org

If you would like to submit a position announcement for publication in the Personnel Bulletin, you may do so by sending the information to **Christopher Findlay** at cfindlay@lutheranservices.org. Please allow five business days for posting; you will be informed when your listing is live on the website.

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

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