



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, limited to approximately **200 words** and 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 (we reserve the right to edit notices of excessive length)
5. Application deadline and instructions, including some or all of the following:
Contact name, contact email, contact phone number and/or a link to online listing/
application instructions

Sample Submission

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

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

Contact information:

John Smith

jsmith@yourorganization.org

202-555-1234

URL to apply: www.yourorganization.org

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@lutherservices.org. Please allow three business days for posting.

Questions?

Contact Christopher Findlay, Senior Manager, Marketing & Communications, at cfindlay@lutherservices.org or 202-499-5833, or visit our website at lutherservices.org.