

POSITION OPENING

ASSISTANT DIRECTOR FOR CHURCH RELATIONS And ASSISTANT TO THE CHAPLAINS

Gustavus Adolphus College invites applications for the position of Assistant Director for Church Relations and Assistant to the Chaplains. Responsibilities include: office management support; managing special event planning; managing the implementation of the Church Relations outreach and the Gustavus Adolphus College Association of Congregations; managing constituent communications; nurturing collaborative relationships; and providing support for the Chaplains of the College.

Candidates for this position must have experience in office and program management, demonstrated oral and written skills, ability to work independently and under multiple deadlines, proficient word processing and spreadsheet skills preferably Microsoft Word and Excel, ability to work effectively in collaborative collegial relationships providing a high level of constituent support and service, skills in teambuilding and interpersonal communications, and a familiarity with the structure of the Evangelical Lutheran Church in America. Candidates with a bachelor's degree, experience with database software such as Datatel, and the ability to use design and marketing programs such as InDesign and Constant Contact, and social media marketing are highly desired.

Gustavus Adolphus College will provide support through appropriate compensation, continuing education, performance reviews and staff development as described in the Staff Manual for this twelve-month, full-time position.

Interested candidates should submit a letter of interest, a professional resume/vita, and the names and contact information of three references by October 16, 2015. The review of applications begins immediately and will continue until the position is filled. Information may be submitted electronically to Rev. Grady St. Dennis at stdennis@gustavus.edu or mailed to: Rev. Grady St. Dennis, Director for Church Relations, Gustavus Adolphus College, 800 West College Avenue, St. Peter, MN 56082.