

## POSITIONS AVAILABLE

*Important reminder about background checks: Congregations are called to be safe places for all members, and every ELCA congregation is responsible to have established guidelines and policies protecting all members. When hiring church workers, please remember the importance of background checks. Your congregation should have official guidelines in place to safeguard members against abuse. For more information about background checks and guidelines: [www.elca.org/backgroundchecks/](http://www.elca.org/backgroundchecks/)*

**Administrative Assistant/Office Manager.** Trinity Lutheran Church, Kent, Ohio, is seeking a part time (20 – 25 hrs./wk.) administrative assistant/office manager beginning April 4, 2016. For more information, visit our website at [www.trinitykent.org](http://www.trinitykent.org)

**Director of Communications:** St. Stephen Martyr, Canton, is looking for a part-time (20 hours per week) position. The director of communications supports the church's mission by creating and disseminating information to the congregation and the community while providing administrative support. This person will be rooted in a firm foundation of faith and possess a strong desire to further the mission of St. Stephen. Duties include maintaining the church website and social media presence, creating fliers, advertisements or promotional materials and designing the monthly newsletter and weekly announcements, among other responsibilities. Proficiency in Publisher, Word, Excel and PowerPoint required. Experience with Photoshop, InDesign, Illustrator, SharePoint/other content management systems a plus. Qualified candidates will have a passion for all areas of the communications field, including copywriting, copy editing, graphic design and photography. Experience in web design or content management systems and social media management preferred. Please contact [rachel@wherelovelives.org](mailto:rachel@wherelovelives.org) if you are interested or would like more information.

**Interim Organist Position.** The Lutheran Church of the Good Shepherd, Brooklyn, is seeking a part-time Interim Organist to provide music leadership and accompaniment for one worship service on Sunday morning and at other occasional services of the church. The church has a 1997 tracker action Goyer pipe organ. Excellent keyboard skills are needed. Bachelor's degree, familiarity with liturgical worship and choral experience are preferred. A \$150.00 bench fee per Liturgy. \$75.00 per weekday Liturgy. Please send resume or request for a detailed job description to The Lutheran Church of the Good Shepherd, 8235 Memphis Ave, Brooklyn, Ohio 44144; or by email to the [office@goodshepherdelca.org](mailto:office@goodshepherdelca.org) to the attention of Pastor Phil Kunder, Interim Pastor. Deadline for all resumes: April 17, 2016.

**Administrative Assistant.** The Northeastern Ohio Synod is seeking an administrative assistant to provide clerical support in the synod office. Must be proficient in Internet research/navigation and Microsoft Office Suite, including Word, Excel, Power Point and Publisher. Must also be proficient in using Gmail, Google Calendar, Google Drive, PDF, copy/print/scan machine. This person must be extremely organized and able to manage multiple projects simultaneously while meeting deadlines with minimal supervision. The administrative assistant will also have extensive interaction with pastors, congregational leaders, synod council members and others contacting the synod office, and must have excellent telephone and interpersonal skills and strong attention to detail. Because of the sensitive nature of the office of the bishop, this person must be able to maintain confidentiality. As part of a small staff, teamwork and cooperation within the office are essential. The position is full-time with benefits. Please send resume with cover letter to [office@neos-elca.org](mailto:office@neos-elca.org) or mail to the Rev. Karl Biermann, Northeastern Ohio Synod, 1890 Bailey Road, Cuyahoga Falls, OH 44221.

**Music Coordinator & Bell Choir Director.** St. Paul, Smithville, is searching for a music coordinator and bell choir director. Both positions include a Wednesday evening practice and Sunday morning worship when the individual choirs perform. Choir season runs from mid-September through late May. Anyone interested may contact St. Paul at (330) 669-2111 or [stplc@sssnet.com](mailto:stplc@sssnet.com)

**Youth Leader.** St. Paul, Berea, is searching for a youth leader to help with their high school ministry program. This person should be present with the youth in worship at least twice a month and lead two youth events and a fellowship activity each month. The position will consist of approximately six to seven hours per week. The congregation's desire is for those who apply to be willing to become part of a church family, not just have a job. For more details, please go to [www.stpaulberea.org](http://www.stpaulberea.org)

**LOMO Program Director at Lutheran Memorial Camp.** The LOMO Program Director at Lutheran Memorial Camp is directly responsible for programming summer camp, retreats, special events, environmental education and congregation day camps; assists the director in the management of overall camp operations; and works in partnership with others to implement the vision, direction, mission, ministry, goals and purpose of LOMO. This is a year round full-time exempt position. Qualifications include a commitment to the Christian faith and a willingness to live out your faith in word and action; a Bachelor's degree from an accredited college or university; previous work experience in outdoor ministries, congregational ministries, environmental education or recreation; a commitment to the mission and ministry of Lutheran Outdoor Ministries as a unique setting for faith formation, renewal, creation stewardship and the ministry of hospitality. For more information contact Rod Pearce, Director of LMC and Mowana at [rpearce@lomocamps.org](mailto:rpearce@lomocamps.org) or 419-864-8030.