



Lombard Mennonite Peace Center 101 West 22nd Street, Suite 206, Lombard, IL 60148

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E-MAIL: Admin@LMPeaceCenter.org
WEBSITE: www.LMPeaceCenter.org

December 12, 2011

Dear Pastor:

The Lombard Mennonite Peace Center is searching for an Assistant for Communications.

This is a full-time staff position. A description of the qualifications associated with the position is enclosed with this letter. I'm wondering if you would be willing to post it on a bulleting board in your church. Moreover, if you know of any church members who may potentially be interested in such a position, I'm hoping that you can draw the enclosed announcement to their attention.

We wish you God's richest blessing as you celebrate the coming of the Prince of Peace this Christmas season and best wishes for God's continued blessing in your various areas of life and ministry...

In Christ's Peace,

Victoria Wilcox
LMPC Assistant Director

Encl.



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Position Available **LMPC Assistant for Communications**

The Lombard Mennonite Peace Center is searching for a full-time staff member to coordinate communications, seminar logistics, and marketing, while also assisting in fundraising, general office tasks, etc.

Qualifications

- A personal faith commitment to Christ – fully committed to Christ’s way of peace and discipleship as understood within the Anabaptist tradition.
- Training or experience in communications and marketing, with a strong interest in peace and justice concerns, Christian conciliation, and conflict transformation.
- Minimum of a Bachelor’s degree, preferably in communications or marketing. Some theological education would also be an asset.
- Excellent computer skills required – experience in desk-top publishing and design is preferred. Experience in web design would also be an asset.
- Excellent writing skills, as well as the ability to communicate effectively when making telephone contacts to promote LMPC programs; strong interpersonal skills is also a requirement.
- Excellent organizing skills; ability to manage several projects simultaneously and demonstrate consistency in following through with assigned tasks, while also managing self in a nonanxious manner.
- Ability to take direction from others, work cooperatively as part of a staff team, while also demonstrating an ability to work independently and take initiative.

To request a full job description and application information, contact:

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