

Greetings to our Partners in Mission and Ministry,

Our Synod of Lincoln Trails staff is preparing for a significant transition this fall with the retirement of long-time staff member Judy Johnson from the role of Executive Assistant.

In light of the Synod's mission and vision, we have developed two new part-time positions to support our current and planned programs:

Program Manager (10 hours per week): Do you love making things happen day to day? In this exciting new role, you'll help turn visionary ideas into action plans and keep programs on track. You'll maximize the impact and outreach of the Synod's mission by creating detailed plans for Synod programs, projects, and events and developing integrated and compelling marketing communication plans. You'll contribute to the smooth functioning of a collaborative environment by defining realistic timelines, clarifying roles, ensuring good communication, and monitoring timely and quality execution. You'll report to the Synod Executive and work closely with the Program Assistant and Stated Clerk of the Synod.

Program Assistant (15 hours per week): In this redesigned role, you'll handle a variety of communication, financial and operational tasks to support the staff and programs of the Synod. You'll play a key role in advancing the mission of the Synod and to the smooth functioning of a collaborative environment by monitoring action plans and completing assigned tasks on a timely basis with minimal direction. You'll report to the Synod Executive and work closely with the Program Manager, Accountant, and Stated Clerk of the Synod.

If you know of individuals who might be interested in joining the work of Synod of Lincoln Trails, please invite them to review the position description(s), which may be found by clicking on the position titles above. Candidates may apply for either position directly through the [Charitable Advisors nonprofit job board](#) and are strongly encouraged to apply by November 11, 2018.

Questions may be directed to Sandra Herron (sandra@middledge.com), who is serving as Search Coordinator on behalf of the Synod.



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