



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

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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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