



THE LUTHERAN WORLD FEDERATION

A COMMUNION OF CHURCHES – EINE KIRCHENGEMEINSCHAFT – UNA COMUNIÓN DE IGLESIAS – UNE COMMUNION D'ÉGLISES

LUTHERISCHER WELTBUND – FEDERACIÓN LUTERANA MUNDIAL – FÉDÉRATION LUTHÉRIENNE MONDIALE

General Secretariat / Office for Personnel

VACANCY ANNOUNCEMENT

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| Position: | Visibility Team Coordinator and German Editor in the Office for Communication Services (OCS) |
| Reports to: | Director for Communication Services |
| Place of Assignment: | Geneva, Switzerland |
| Starting Date: | 1 September 2010 |
| Duration of contract: | 2 years |

Required Qualifications:

- University degree or equivalent training and extensive experience in communication/journalism, liberal arts, political science or other social science field.
- Several years of working experience, including supervision, in a position involving various forms of journalism: reporting, writing, and editing, preferably in an LWF member church, related agency, church-related media or other ecumenical organization in an international environment.
- Highly developed communication skills and knowledge of ecumenical terminology.
- Excellent knowledge of electronic communication systems, including the World Wide Web.
- Proficiency in German (preferably mother tongue), good command of written and spoken English required, working knowledge of French and/or Spanish desirable.

Candidates for this position require a Church Endorsement.

Closing Date:

Applications (motivation letter and detailed curriculum vitae in English), with the names and the e-mail addresses of three persons who know the applicant professionally, should be sent by **16 May 2010** to:

The Rev. Rudolf Renfer
Director for Personnel
The Lutheran World Federation
P.O. Box 2100
1211 Geneva 2, Switzerland
E-Mail: sw@lutheranworld.org

March 2010 RUR/SW

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LWF Eleventh Assembly
Stuttgart, Germany
20–27 July 2010



THE LUTHERAN WORLD FEDERATION

POSITION DESCRIPTION

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| Department/Unit: | General Secretariat Office for Communication Services | Date: 15.03.2010 JDOCS |
| Position Title: | Visibility Team Coordinator and German Editor | |
| Position No.: | 9114.04 | |
| Incumbent: | | |
| Supervises: | Production Coordinator / Design, Web and Publication / Photo Archivist | |
| Reports to: | Director/Editor-in-Chief | |

Basic Purpose

Communication is a cross-cutting priority of the Lutheran World Federation (LWF). It is therefore at the center of all LWF activities. One of the key ways the Federation communicates within the Lutheran communion, ecumenically, across other faiths and to the secular world is through the work of this post in the Office for Communication Services (OCS). This position promotes and interprets LWF's work by reporting on events of particular interest and providing information on vital issues to the LWF global constituency. This post is in charge of the processing and production of regular news and information in German especially for the electronic and printed German edition of *Lutheran World Information (LWI)* and the LWF Web site. It pays special attention to promoting the LWF as an international faith-based organization with a unique profile. The communication needs of the LWF regions are also of specific concern.

Position Qualifications

- University degree or equivalent training and extensive experience in communication/journalism, liberal arts, political science or other social science field.
- Several years of working experience, including supervision, in a position involving various forms of journalism: reporting, writing, and editing, preferably in an LWF member church, related agency, church-related media or other ecumenical organization in an international environment.
- Highly developed communication skills and knowledge of ecumenical terminology.
- Excellent knowledge of electronic communication systems, including the World Wide Web.
- Proficiency in German (preferably mother tongue), good command of written and spoken English required, working knowledge of French and/or Spanish desirable.

Position Environment

The position holder as member of OCS coordinates and supervises the work of the Visibility team. Within the team he/she contributes to promoting the LWF as an international faith-based organization with a unique profile, and thus enhances communication and visibility within the LWF constituency, its member churches and partner organizations.

This position addresses itself to various specific functions in collecting news and information, the writing, selecting and editing of articles and other material for publication mainly in German. The position creates media awareness and promotes the understanding of the LWF at the Geneva Secretariat level, in member churches, field offices and the wider LWF constituency through training workshops, consultations, and regular contacts. This position requires an ability to be sensitive to the relevant cultural (including language and gender), religious, and socio-political context of the member churches and field offices.

The position holder collaborates and coordinates his/her work with the Identity Team Coordinator and contributes actively to the overall communication strategy of the LWF. In fulfilling of his/her functions, the job holder must observe and be sensitive to LWF policies and guidelines. Maintains contact with all LWF departments and units, information units of church organizations and their related media bodies at the Ecumenical Center in Geneva, as well as relevant inter-faith media networks.

The position holder should have the ability to work independently and with minimal supervision, to work in a team and work under time pressure.

Main Duties

1. Coordinates and supervises the work of the Visibility Team with regard to planning and content, and ensures timely production, maintenance and distribution.
2. Is responsible for creating and monitoring media awareness as well as reporting on events and meetings of significant interest to the LWF.
3. Is responsible for the writing, editing, dissemination and publication of regular news mainly for the German LWI, and supervises the production of "LWI" in print as well as electronic media including the LWF Web sites.
4. Under the policy direction of the Editor-in-Chief, and in collaboration with other editorial staff makes independent editorial decisions on the news and information to be published.
5. Oversees the development, implementation and maintenance of modern communication tools in profiling the LWF, including development and implementation of the relevant LWF communication policies.
6. Takes a leading role in promoting and creating media awareness as well as the use of modern information technology within the LWF Geneva Secretariat and within regional and field offices. Ensures the consistent application of the LWF cooperate identity.
7. Promotes the use, development and implementation of communication strategies on the basis of informed media analysis, and different communication tools in the LWF constituency.
8. Identifies correspondents with journalistic skills and equips them with the necessary training in news and feature writing. This includes leading of communication workshops to ensure the regular sharing of information about the work of the LWF, its member churches and the wider ecumenical constituency including interfaith networks.
9. Assumes responsibility with regard to cooperation and exchange with global and regional partner networks.
10. Develops and maintains networks of correspondents for LWF media as well as IT specialists within the LWF constituency.
11. Performs other duties as assigned by the Editor-in-Chief and, as requested, deputizes for the latter during his/her absence.

Major Challenge

To take a leading role within a team to promote in a professional and responsible manner the presentation of the life and work of the Lutheran World Federation and its member churches within the LWF constituency and the wider ecumenical movement and interfaith context.