



Central  
District  
Conference

A conference of  
Mennonite Church USA

1015 Division St  
Goshen, IN 46528-2000  
T: 574-534-1485; 800-662-2264  
F: 574-534-8654  
E: [office@mcusacdc.org](mailto:office@mcusacdc.org)  
[www.mcusacdc.org](http://www.mcusacdc.org)

***Knowing  
Christ's love...  
Answering  
God's Call***

November 17, 2022

Dear (applicant name),

Thank you for your interest in the Central District conference Communications Coordinator position. This cover letter serves to provide some background and vision for this position.

This is an exciting time in the life of Central District Conference (CDC). Just as congregations and families change over time, so do conferences. For many years CDC published two newsletters, *Reporter* and *focus*. Each was printed six times a year on alternate months. (You can view these under the [News tab](#) on the CDC website; [mcusacdc.org](http://mcusacdc.org)). Upon the retirement of Mary Klassen, our former editor, the CDC Board of Directors conducted a communications audit led by Marathana Prothro from Bluffton University. The board is seeking to implement some of the recommendations from the communications audit including transitioning from an "editor" to a "communications coordinator."

We are seeking a highly motivated, creative storyteller who can work collaboratively with CDC staff and committees to communicate the mission of CDC through multiple media channels. Skills in content management and strategic communications are a plus.

This is a stipend position with a starting salary of \$20,000 per year. It is anticipated the position will require an average of 15-20 hours per week. The successful candidate can work from home and the hours are flexible. See the enclosed job description.

Participation in the following events is expected. Whether in-person or via Zoom will be discerned in conversation with the conference minister. These events include twice monthly staff meetings via Zoom, CDC Annual Meeting in June, two Mid-Year gatherings, twice a year (October and April) Leadership Council meeting at Camp Friedenswald, and a visioning retreat in August. There may be occasional other events in which participation would be expected.

Please email cover letter, resume, and two samples showing your graphic/communication capabilities to [office@mcusacdc.org](mailto:office@mcusacdc.org) with "Communications Coordinator" in the subject line of the email. Application deadline is Friday, January 6, 2023.

Thank you for your interest.

Sincerely,

Doug Luginbill, CDC Conference Minister  
Emma Hartman, CDC Administrator