



## North American Lutheran Seminary (NALS) Director of Vocational Discernment (Recruitment Manager)

### Job Description

Responsibilities include:

- Sourcing and reaching out to discerning candidates for NALS
- Integrating candidate identification between mission district deans and candidacy committee
- Coordinating the recruitment process end-to-end

The Recruitment Manager will lead all candidate identification activities, from (including but not limited to) advertising opportunities, developing individual and third-party (undergraduate) relationships, and participating in interviewing candidates. Recruitment Manager duties include connecting with potential candidates online and offline, screening applications and supporting deans and other clergy in their efforts while maintaining a positive candidate experience.

### Responsibilities

- Build and report on annual recruitment plans
- Identify appropriate marketing vehicles and help to create and publish ads in various portals
- **Coordinate overall NALS marketing and communication campaigns in conjunction with the NALS President and North American Lutheran Church (NALC) staff**
- Network with potential candidates through professional groups on social media and during events
- Attend Nexus in Des Moines, Iowa, and **follow up to maximize connections and opportunities**
- **Manage online application process**, follow up with candidates throughout the application process
- Network and equip mission districts in the candidate identification process
- Participate in the interview process alongside the NALS president and Candidacy Committee chair
- Design, distribute and measure the results of candidate experience surveys
- Build a recruitment network through relationships with key college placement departments, Christian youth organizations, and other similar partners



- Define a strategy and evaluation process for job fair participation
- Maintain a database of potential future candidates
- **Develop a strategy for identifying second-career pastor candidates**
- **Develop a strategy for identifying ordained candidates from other denominations who may consider alignment with the NALC**

## Requirements

- **Ordained NALC pastor, with broad pastoral experience and comfortable in navigating the multiple pieties within the NALC**
- Excellent interpersonal, written and verbal communication skills as well as experience in communicating with a wide range of stakeholders
- Project management skills with ability to create realistic plans to achieve objectives, targets, and deadlines
- Excellent organizational, event-planning and time management skills
- Previous experience as a Recruitment Specialist, Recruiter, or similar role **is preferred**
- Experience in communications processes, including knowledge of sourcing techniques on social media and niche professional websites like LinkedIn, Facebook, GitHub and Stack Overflow **preferred**
- Familiarity with applicant tracking systems **preferred**

**Compensation commensurate with experience. Please submit resumes by December 31.**

Send resumes to:

[eriesen@thenals.org](mailto:eriesen@thenals.org)

or

**North American Lutheran Seminary**  
311 11<sup>th</sup> Street  
Ambridge, PA 15003