Job Opening

Posting Deadline: August 13 – September 7, 2012

Kingswood Communications • Imagine No Malaria

Position Title: **Communications Coordinator, Imagine No Malaria Campaign**

Basic Purpose: Serves as the primary communications staff person for the United Methodist Church Global Health Initiative campaign to fight malaria, directing communications activity for print materials, online resources and personal appearances of leadership and staff.

Requirements:

- This job requires a bachelor's degree in journalism, communications, or marketing or a related field.
- Proficiency in publications software required. Skills in Microsoft Word, Outlook and a strong background in Internet use are needed.
- Demonstrated ability to write and edit copy for print and the web.
- Must be an effective news writer. An understanding of communication strategy development and strategic planning are needed.
- Must be able to plan and organize work with little supervision.
- Must be highly organized with the ability to work a flexible schedule.
- Needs the ability to work both independently and as an effective member of a team.
- Excellent verbal and written communication skills are required.
- Ability to meet deadlines, organize, and prioritize work. Power Point skills would be an asset.
- Knowledge of The United Methodist Church would be helpful.
- Strong interpersonal skills; integrity and professionalism and the ability to work hard and inspire others.

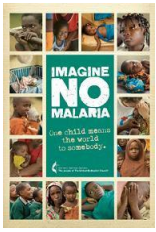
Benefits:

- Base salary (Minimum Salary: $46,075)
- Medical, Prescription Drug, Dental, and Vision Insurance
- Life Insurance, Supplemental Life Insurance, and Dependent Life Insurance
- Accidental Death and Dismemberment Insurance
- Short and Long Term Disability Insurance
- Retirement/Pension Plan /Personal Investment Plans
- Flexible Spending Accounts (medical and dependent care)
- Paid Holidays (eleven annually)
- Paid Vacation and Sick Leave
- Free Parking (Nashville Office)

To apply or for more information contact: UMCom/Human Resources
P. O. Box 320 (810-12th Ave. S., Nash. 37203), Nashville, TN 37202-0320
Phone: 615-742-5137 Fax: 615-742-5428 or Email: hr@umcom.org

To apply please provide the following: Cover Letter → Resume → Application Form

Internal Application
https://share.umcom.org/HR/Internal%20Job%20Application/Forms/MyItems.aspx



Global Health Initiative The Global Health Initiative is major area of focus for the ministry of The United Methodist Church, which aims to combat diseases of poverty such as malaria, HIV/AIDS and tuberculosis as well as provide health education, advocacy and infrastructure.

Websites: http://www.umcom.org/site/c.mrLZJ9PFKmG/b.7654379/k.5C7C/Global_Health_Initiative.htm or www.umcom.org