United Methodist communications

Centered in Christ, committed to excellence, United Methodist Communications informs, inspires and engages the people of The United Methodist Church and the world.

Job Opening

A General Agency of the United Methodist Church

External Posting Deadline: August 27 – September 21, 2012

United Methodist Communications / Communications Ministry Group (CMG)

Position Title: **Manager, Communications Training**

Basic Purpose: UMCom is seeking a dynamic individual with strong communications, training, instructional design, adult learning and educational technology experience to lead the agency in this vital ministry, to strengthen and expand its communications training program. . This position overseas the analysis, design, development, implementation and evaluation of an agency strategy for communications training (online, face-to-face and blended), resources and assistance to local churches, districts and annual conferences in areas of digital technology and communications, Welcoming and Rethink Church, Connectional Giving, and other areas as appropriate.

Requirements:

- B.A. in adult learning, training and online learning; instructional design and course development, information technology and communications, educational technology; social learning, or a related field.
- Minimum 5 years' combined experience in training, education, and instructional design.
- Experience with Windows and Microsoft Office, image editing programs (PhotoShop or similar), desktop publishing (Adobe InDesign), audio/video applications and web-based content management systems.
- Proficiency in Moodle or similar Learning Management System.
- Ability to make decisions and be accountable for them in a very fast-paced environment is essential.
- Experience in developing and deploying Internet-based community building and online communities of learning and practice.
- Knowledge of The United Methodist Church preferred.

Benefits:

- Base salary (Level 14/Full-time)
- 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 for Medical and Dependent Care
- Paid Holidays (eleven annually)
- Paid Vacation
- Paid Sick Leave and Personal Leave
- Continuing Education
- Free Parking

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, Email: hr@umcom.org

To apply please provide the following:

Cover Letter → Resume → Complete Application Form → References

Internal Application Form Online / SharePoint

Download employment application. (control click)

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The people of The United Methodist Church®

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