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

Internal Posting Deadline: May 21 – June 15, 2012

United Methodist Communications / New Media Team

Position Title : **Managing Editor, UMC.org \ New Media Team**

Basic Purpose:Oversees the acquisition, development and usability of content for UMC.org, the official website of The United Methodist Church. Coordinates updates for UMC.org and app to provide timely and relevant content, reflective of UMC positions. Updates at regular intervals, probably at least once daily for UMC.org and/or app. Plans and supervises production of video stories, slideshows, and other media to enhance content available on umc.org and/or app.

Requirements:

A bachelor's degree.
Two years experience in website management and/or video production is required.
Experience managing web portals and/or interactive websites are preferred.
Knowledge of Windows systems (Professional), HTML, etc. is preferred.
Experience with image editing programs (PhotoShop, Acrobat) is preferred.
Knowledge of Flash and Fireworks is preferred.
Ability to manage multiple projects under tight deadlines is required.
Ability to communicate effectively with other team members and outside agency staff is necessary.
Knowledge of The United Methodist Church is preferred.
Knowledge of effective information architecture is preferred.
Creative skills in website design are required. Knowledge of the AP Style Guide and editorial standards are required.

Benefits:

- Base salary ($55,000/Level 13/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 on SharePoint

Download employment application. (control click)

Open hearts. Open minds. Open doors.
The people of The United Methodist Church®

New Media

Digital media can enhance the written content of your messages with visual and audio aid. Use cutting-edge technology to gather and distribute dynamic content. Explore the digital media section to learn more.