

United Methodist Communications / Public Information Team

Position Title: Public Relations Specialist

Basic Purpose: We are seeking a candidate for this position with a successful record of gaining positive publicity and media coverage for a client or organization. The position requires the ability to create and pitch stories to the press about United Methodist Church ministries to secure story placements and positive news coverage and assist in the development/execution of the agency's global Public Relations program. This position also requires the ability to create messages and materials to communicate with United Methodist audiences, and develop creative public relations strategies to raise awareness of The United Methodist Church. It will require relating to the news media by responding to inquiries and requests for interviews and suggesting story ideas. The position requires someone who will develop communication plans, write for various communication channels, and do information gathering research

Requirements:

- Bachelor's degree in journalism, public relations, mass communications or equivalent experience.
- At least two years' experience in media or public relations.
- Must have an understanding of communication strategy development and the ability to develop media relations and communications strategies.
- Computer Skills: Microsoft Word, PowerPoint social media posting and internet research.
- Must be able to plan and organize work with little supervision.
- Must have strong verbal and written communications skills, use of correct grammar and punctuation
- Strong public relations experience and/or news writing experience.
- Knowledge of The United Methodist Church would be helpful.

Benefits:

- Base salary (Call HR to inquire.)
- Regular Full-time Position (L12)
- 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: UCom/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