

United Methodist Communications / Korean Resources

Position Title: Korean Resources Coordinator

Basic Purpose: The Korean Resources ministry of United Methodist Communications is seeking an enthusiastic person with desires to increase the ministries of the Korean UMC and the church at large. This position collaborates with Director of Korean Resources in developing, editing and producing the Korean umc.org web site, app, United Methodists in Service magazine and other Korean language resources. This position solicits, develops, edits and posts articles and other information, edits graphics and video clips for the Korean language Web sites & app; collaborates in providing a user-friendly, up-to-date website & app. Posts and maintains social networks. The person in this position will be expected to provide Korean-to-English and English-to-Korean translations for connectional giving and other interpretive and training materials, news articles and other information.

Requirements:

- Bachelor's degree or equivalent in journalism, communications or related field.
- Basic Web site production, bilingual translation (Korean/English), copy-editing, basic computer and desktop publishing skills required.
- At least two years of related experience.
- Must be able to work independently as well as in a team setting.
- Web production and bilingual translation (Korean + English).
- Magazine layout, copy-editing and desktop publishing skills also required
- Basic computer skills using, Microsoft Office and internet research skills are needed.
- Knowledge of and experience working in The United Methodist Church is needed.
- A comprehensive knowledge and experience with the Korean United Methodist constituency is needed.

Benefits:

- Base salary (Call HR to inquire.)
- Regular Full-time Position (L10)
- 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