

United Methodist Communications / Global Voices, News & Information

Position Title: Editor, General Church Content

Position Overview: We are seeking an experienced editor to work with United Methodist Communications' Global Voices, News and Information team, serving as the editor for content focused on United Methodist Church member audiences. Primary responsibilities will be editing copy, writing features, coordinating assignments, overseeing online content and providing editing input and support to agency teams as well as external partners. The editor will work with research, marketing, annual conference relations and other teams to build effective engagement with target audiences. He/She will edit marketing materials and other content for various agency-wide platforms, including Interpreter magazine. The editor must understand the needs and trends in annual conferences and local churches and be able to engage constituents through social media.

Requirements:

- A bachelor's degree in journalism, communications or a related field
- Experience with newspaper, magazine or a professional publishing company
- Ability to relate to people representing a wide range of cultural, theological and political perspectives
- Ability to turn around well-written, error-free work on tight deadlines
- Ability to edit for a variety of needs and in a wide range of media – text-based, video, web-based, social media and audio
- Basic knowledge of photography, Microsoft Word, Office and Outlook
- Strong problem-solving and oral/written communications skills
- Ability to work in a team setting in an open-space environment
- Five years of editorial experience
- Knowledge of The United Methodist Church and a commitment to the Christian faith

Benefits:

- Base salary (Call HR to inquire)
- Regular full-time position
- 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