



A General Agency of The United Methodist Church

Job Opening

**External Posting Begins: August 25, 2017
Position Open Until Filled!**

Position Title: *Manager, Korean/Asian Communications*

Position Overview: We are seeking an experienced Korean/Asian communications Manager to work with the Director of the Korean/Asian Communication team. He/she will also work closely with the marketing team to develop strategies for the Korean audience and will provide customer service type assistance via telephone and email to Korean-speaking constituents.

This individual will solicit, post articles, edit graphics and video clips for the Korean language websites managed by United Methodist Communications, including the Koreanumc.org website, United Methodists in Service, social media and e-newsletters.

Responsibilities will include editing resources to ensure accurate content as well as providing Korean-to-English and English-to-Korean translations for connectional giving and other interpretive and training materials, news articles, the Ask The UMC feature and other information.

Requirements:

- A Bachelor's degree in journalism, communications, or a related field
- Must be bi-lingual (Korean and English) with a minimum of 5 years' experience in translation
- Must be experienced in basic website production
- Copy-editing, basic computer and desktop publishing skills
- Experience with magazine lay-out, copy editing and desktop publishing
- Microsoft Office and internet research skills
- Strong knowledge and experience working with The United Methodist Church
- Comprehensive knowledge and experience with The Korean United Methodist constituency.

Benefits Include:

- Base Salary
- Regular 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 Contact

UMCom/Human Resources
P. O. Box 320
Nashville, TN 37202-0320
Phone: 615-742-5137
Email: hr@umcom.org

Please email the following:

- Cover Letter
- Resume
- Application Form
- References