

Job Opening

A General Agency of The United Methodist Church
External Posting: August 24 – September 25, 2015

United Methodist Communications / Strategic Marketing

Position Title: UMC.org Website Content Manager

Basic Purpose: We are looking for a creative and skilled candidate to produce and oversee the acquisition, development, usability, and tracking of content for UMC.org. the official website of The United Methodist Church. He/she will coordinate regular updates for UMC.org to reflect current UMC positions and to keep the site timely and relevant. The position requires the use of creative tools to engage our audience in the most effective manner. In addition, the person in this role will act as the point person and liaison between web team, news team, and various other teams within the agency. He/she must provide leadership in the creation of web-friendly stories, videos, slideshows, and other media to enhance content. Is responsible for tracking all posted content related to key areas of our metrics, and updating the record keeping system. Consults with web producers about page design, information architecture and user experience for UMC.org.

Requirements:

- Requires a bachelor's degree in Communications or Journalism.
- Two years' experience in website management and production is required.
- Experience managing web portals and/or interactive websites are preferred.
- Knowledge Microsoft Windows, Microsoft Word and basic HTML skills preferred.
- Experience with image editing programs (Photoshop, Acrobat) is helpful.
- Ability to manage multiple projects under tight deadlines is required.
- Ability to communicate effectively with other team members and outside agency staff necessary
- Knowledge of effective information architecture is preferred.
- Knowledge of The United Methodist Church is preferred.

Benefits:

- Base salary (Contact HR)
- 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: UMC.org/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