A General Agency of The United Methodist Church

Job Opening
Local Church Team (Marketing)

Position Open Until Filled!
(Minimum 4 weeks)

Position Title: Senior Website Support Specialist

Position Overview: We are seeking a website support specialist. The person will be responsible for designing local church websites using existing templates in umcchurches.org, and/or altering customer websites on their existing platform using WordPress. This individual will work with the Senior Manager, Local Church Services to assist in creating content at the local church level and providing technical and creative guidance and customer support to church leaders. The ideal candidate will demonstrate outstanding interpersonal communications.

Requirements:

- A Bachelor’s Degree in technology, web development, a related field or equivalent proven experience
- Minimum of 3 years of experience in website support, development or hosting and content management
- WordPress and HTML/CSS expertise is mandatory.
- Experience in customer service web support is mandatory.
- High proficiency using the standard concepts and practices in web development, web hosting, and customer service preferred.
- Experience with SEO optimization and Google analytics preferred. Must be proficient in MS Office Suite (Word, Excel, and Outlook).
- Excellent intrapersonal communication skills with internal and external clients, ability to work in a collaborative environment while demonstrating strategic thinking and anticipating needs.
- Requires excellent written and verbal skills. Knowledge of The United Methodist Church is preferred.

UMCom is an Equal Opportunity Employer

UMCom welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of our work.

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 37202-0230 (or 810-12th Ave. S., Nash. TN 37203)
Phone: 615-742-5137
Email: hr@umcom.org

Please provide the following:
- Cover Letter
- Resume
- Application Form *
- References

*Contact HR@umcom.org to request an application