



## A General Agency of The United Methodist Church

# Job Opportunity

### Marketing Team/Public Information Team

**Posting Date: April 18 – May 16, 2023**

To apply or for more information contact: UCom/Human Resources: 615-742-5412 • Email: [hr@umcom.org](mailto:hr@umcom.org) and [hrallen@umcom.org](mailto:hrallen@umcom.org)

To apply please provide the following: Cover Letter → Resume → Complete Application Form → (Internal Applicants Welcome)

**Position Title: Sr. Social Media Specialist** (Global Ministries Platforms)

#### Position Overview:

We are seeking someone with a passion for the ministry of United Methodist Global Ministries and The United Methodist Church, with a strong ability to implementing social communications strategies and campaigns. This position will work specifically to attract audiences, increase engagement, drive web traffic and enhance the marketing and communication efforts for Global Ministries. The social media specialist will track and measure performance, integrating best practices and using appropriate tools that help enhance GBGM's online profile. The social media specialist will also assist in developing content and work on communications efforts related to U.S. and international disaster response efforts.

#### Requirements:

- A bachelor's degree or equivalent experience in Communications with an emphasis in Social Media or Marketing or proven equivalent experience.
- Five years of experience in marketing or communications experience in using social media tools.
- Job requires great attention to detail and thoroughness in completing work tasks.
- Must have strong knowledge of social media.
- Must be proficient in Adobe Creative Suite CC including but not limited to Acrobat Pro, Photoshop, Illustrator, Dream Weaver, After Effects and Premiere; social Media apps and tools: Facebook, Twitter, bitly, Instagram, YouTube, and Canva; and web-based form creation. Knowledge of AP manual of style.
- Must possess strong writing and editing skills and be able to accurately edit own work
- The successful candidate must be a proactive, self-starter, with a team mentality – identifies opportunities and executes with excellence; and eagerness to shares information with colleagues proactively.
- An in depth knowledge and understanding of The United Methodist Church is needed.

**UCom is an Equal Opportunity Employer**

#### 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 (Twelve annually)**
- Paid Vacation / Paid Sick Leave and Personal Leave
- Continuing Education
- **Position is Work from Home**

#### To Apply Contact

##### UCom / Human Resources

P. O. Box 320, Nashville, TN 37202-0320 (or 810-12<sup>th</sup> Ave. S., Nash. TN 37203)

Phone: 615-742-5412

Email: [hr@umcom.org](mailto:hr@umcom.org)

#### Please provide the following:

- Cover Letter
- Resume
- Work Samples
- Internal Application Form \*

#### **\*Contact:**

**[HR@umcom.org](mailto:HR@umcom.org)** to request an application