



A General Agency of The United Methodist Church

Job Opening

External Posting Begins: April 25, 2018

Position Open Until Filled
Minimum Posting: 4 weeks

United Methodist Communications / Leader Communications

Position Title: Manager, Portuguese Leader Communications

Position Overview:

United Methodist Communications is seeking an experienced individual to develop, edit and manage all channels for Portuguese leader communications including website, social media and newsletters. This individual will provide translation services and other interpretive and training materials as needed. He/she will work closely with teams across United Methodist Communications to develop marketing strategies for the Portuguese audience, develop content that meets the needs of a leader within The United Methodist Church with a particular focus on content in Portuguese language and curated for a Portuguese audience.

Requirements:

- A Bachelor's Degree in journalism, communications or a related field
- Minimum of 5 years of experience in website production and bilingual translation (Portuguese/English)
- Must have copy editing, computer and desktop publishing skills
- Outstanding communication and collaboration skills
- Must be able to work independently and in a team setting
- Proficiency in Microsoft Office environment
- Strong knowledge of the Portuguese United Methodist Church, all agencies, and various levels of leadership, theology, structure and programs is needed

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

UMCom 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 (eleven annually)
- Paid Vacation / Paid Sick Leave and Personal Leave
- Continuing Education
- Free Parking

To Apply Contact

UMCom/Human Resources
P. O. Box 320 (810-12th Ave. S., Nash. 37203)
Nashville, TN 37202-0320
Phone: 615-742-5137
Email: hr@umcom.org

Please provide the following:

- Cover Letter
- Resume
- Application Form *
- References
- Work Samples

*Contact HR@umcom.org to request an application