

Job Opening

A General Agency of The United Methodist Church

External Posting Extension: August 6 – 31, 2015

United Methodist Communications / Rethink Church

Position Title: Project Coordinator, Rethink Church Grants and Resources

Basic Purpose: Provides project oversight and planning assistance to Rethink Church grant recipients. Builds customer engagement by marketing grants and resources to local churches; equipping local churches with Rethink Church resources and coordinating reporting for team metrics. Increase relationship with Spanish speaking local churches through marketing and training.

Requirements:

- This position requires a bachelor's degree in mass media, marketing or advertising.
- Must be bi-lingual Spanish written and verbal communication.
- At least three years of experience in marketing, media placement, advertising or similar media areas.
- Familiar with marketing principles and advertising industry standards related to event promotion and media buys.
- Must have excellent interpersonal skills
- Must be able to manage multiple tasks and meet deadlines.
- Must be proactive in problem solving with minimal supervision.
- Must have strong verbal and written communication skills.
- Experience monitoring budgets.
- Strong knowledge in Microsoft Office software, Drupal and/or Kintera, Adobe Photoshop or other graphic design applications.
- Strong attention to detail.
- Knowledge of The United Methodist Church helpful.

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: UMCom/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 Internal Application Form → References