



A General Agency of The United Methodist Church

Job Opportunity

Public Relations Team/Marketing Division

Posting Date: November 16 – Until filled!

To apply or for more information contact: UCom/Human Resources: 615-742-5412 • Email: hr@umcom.org and hrallen@umcom.org **To apply please provide the following:** Cover Letter → Resume → Complete Application Form → Writing Samples Required (Internal and External Applicants Welcome)

Position Title: Director, Public Information

Position Overview:

The Director of Public Relations/Information serves as an important link between the church and the news media, both religious and secular. **We are seeking someone with a passion for the ministry of United Methodist Communications and The United Church, with a strong public relations and journalism background.** Experience with **crisis communications is required for this role.** The successful candidate will be proficient at developing positive messages and comfortable representing The United Methodist Church in the local, regional, national and international media arenas and throughout the denomination at large.

Requirements:

- Bachelor's degree in journalism, public relations, and/or mass communications
- Five years of experience public relations and journalism/mass communications.
- Excellent intrapersonal skills are required along with the ability to communicate confidently with a diverse group of clients and constituents.
- Outstanding oral and written communication skills are required.
- Must work in Microsoft environment (Word, Excel, Outlook and PowerPoint).
- A clear understanding of communication strategy development through polling and/or market research.
- Must be able to travel nationally and internationally.
- Knowledge of The United Methodist Church is required.
- This position will start in early 2023.

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
- **Option to Work from Home**

To Apply Contact

UCom/Human Resources

P. O. Box 320, Nashville, TN 37202-0320 (or 810-12th Ave. S., Nash. TN 37203) Phone: 615-742-5412 or 615-512-3382

Email: hr@umcom.org

Please provide the following:

- Cover Letter
- Resume
- Writing Samples
- Application Form *
- 2 work and 1 personal References

*Contact:

HR@umcom.org to request an application