

United Methodist Ministries

UMM offers a competitive salary and benefit package, and dynamic work environment.

To apply please send resume, writing sample, salary history and requirements to:

United Methodist Ministries

2665 Farnam St., Ste 102

Omaha, NE 68131

info@bigmuddyumc.org

Applications accepted via mail or email.

Job Title

Communications and Volunteer Coordinator

Exemption Status: 1 FTE, Exempt

Job Summary:

The Communications and Volunteer Coordinator offers support for the Communications and Volunteer Director and assists with the communication services and volunteer management of United Methodist Ministries. Basic skills include the understanding of electronic media including social media, Web content management, basic writing, good oral communication skills and attention to detail. This person should be a self-starter, with initiative to improve and enhance the day-to-day operations of the communications and volunteer management area to promote the mission of United Methodist Ministries and its partners. Will be in charge of projects, promotions and special events on an “as assigned” basis.

Primary Job Duties:

- a. Manage United Methodist Ministries Communications products—UMM E-Newsletter, Mission of the Month and Special Mission Opportunity Notices
 - 1) Write articles as needed/assigned, focusing on the mission of United Methodist Ministries
 - 2) Develop and distribute the Mission of the Month Series
 - 3) Write and distribute the bi-monthly UMM E-Newsletter
 - 4) Manage the electronic contact data base
 - 5) Distribute as needed information regarding special events, promotions and opportunities to serve.

- b. Web & Web 2.0
 1. Proficiency in Web2.0 strategies, i.e., blogging, other social media
 2. Assist with consistent web updating, focusing on United Methodist Ministries mission and initiatives.

3. Develop graphics for web site
 4. Create forms for web site
 5. Manage all information for activity calendar on the website
 6. Primary contact with web content management vendor
- c. Volunteer Management
1. Work with Communications and Volunteer Director to develop curriculum for short-term volunteer groups
 2. Act as team host for volunteer groups
 3. Manage volunteer tracking database
- d. Special Events
1. Work with Communications and Volunteer Director in project plan development
 2. Manage event registration
 3. Assist with day of event execution

Characteristics:

- a. Clear commitment to community change initiatives and social justice principles
- b. Awareness of and sensitivity to the issues of inclusiveness
- c. Integrity
- d. Self motivation
- e. Collaborative skills
- f. Team member orientation
- g. Basic public speaking abilities

Experience, Educational and Skill Requirements:

- a. Experience in journalism, public relations, and/or mass media field
- b. Degree in journalism, communication or related field preferred
- c. Proficient with computer software programs
- d. Personal transportation and a good driving record

Accountability:

This position is accountable to the Director of Communications and Volunteers.