

Digital Community Builder for UMR Communications

Purpose:

Provides support for UMPortal clients and maintains digital products for the *United Methodist Reporter*.

Job responsibilities:

Trains and provides customer support for UMPortal church clients. Works with IT manager and web developer on updating the portal. Makes daily updates to umportal.org. Helps process orders from the UMPortal Store (print subscriptions, book orders). Maintains the *Reporter* blog, monitors traffic and comments, writes weekly blog post, coordinates with News staff to ensure regular postings. Maintains the *Reporter* Facebook page and Twitter feed. Searches blogs for potential commentaries and secures reprint permission. Prepares weekly sneak preview for *Reporter* clients. Writes occasional feature stories for the *Reporter*. Helps proof pages. Represents UMR at selected Annual Conference gatherings as needed by the sales and marketing team. Leads workshops on social media and blogging for the annual UMR Communicators Conference.

Requirements:

Bachelor's degree and three to five years of experience in journalism or related field. Excellent verbal and written communication skills. Demonstrated proficiency with social media platforms. Working knowledge of AP Stylebook. Able to meet deadlines and work as a team player, interfacing with news and sales staffs. Willingness to travel as needed.

Send resumes by June 10 to: rrussell@umr.org