

## Virginia United Methodist Employment Vacancies

The Virginia Conference United Methodist Church has the following employment vacancies. Resumes will be received until the vacancies are filled. Resumes and inquiries for additional information may be emailed to the Virginia Conference Personnel Committee at [vision@vaumc.org](mailto:vision@vaumc.org).

### Digital Media Specialist

The Virginia Annual Conference is seeking a Digital Specialist. This is a full-time position under the direct supervision of the Director of Communications and also is accountable to the Director of Connectional Ministries.

Knowing how to tell a story is important in any field of work. Knowing how to share stories digitally is more important than it has ever been during COVID-19 and its effect on community gatherings. Join the Communications Department at the conference center in Glen Allen, Va. to be a digital storyteller in this critical time in the denomination and world.

The position will oversee video production, taking photos, and creating other digital content to be used by the conference through communications channels including the conference website and social media platforms to help resource and equip local churches for ministry and provide a connection for ministry beyond the local church. The ministry of the Digital Specialist will require occasional travel and evening work. The ideal candidate has experience and understanding:

- using equipment and editing software related to video production (e.g., Adobe Premier Pro, AfterEffects, Final Cut Pro, Photoshop, etc).
- Experience in multimedia, including Web, DVD authoring and social media (experience in CSS, HTML, CMS, Flash, Java a plus).
- Is a self-starter with excellent time management skills
- Strong experience in video production (or a combination of education and experience in audio and video production).
- A passion for this work and understands that in nature and function they are a Christian minister, with or without traditional clergy Ordination credentials.

Through this office and the Board of Communications, this position will help assist local churches looking for practical advice and solutions about livestreaming, digital communications, and communications in general. This position will also assist the conference IT Manager with livestreaming events across the conference.

### Administrative Support Staff

The Administrative Support staffer will work full time under the supervision of an Associate or Assistant Director and is also accountable to the Director of Connectional Ministries.

The Administrative Assistant is in nature and function a Christian minister, with or without traditional clergy Ordination credentials.

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Among the essential responsibilities of the Administrative Support is to provide administrative support and participate in the work of the Connectional Ministries staff of the Virginia Conference as it resources districts and local churches of the conference, as well as Common Table-affiliated boards, commissions and agencies, to assist in achieving the Vision of the Virginia Conference. The ideal Administrative assistant candidate will be prepared to work with multiple constituencies and in relating to diverse persons of many ability levels, cultures, and backgrounds. Ability to work efficiently and effectively in a team setting. Strong interpersonal skills with the ability to effectively and clearly respond to inquiries from staff, leaders, congregations, and individuals. Strong information literacy skills (computer, Internet, Microsoft Office Suite, e-mail, document design, etc.) required. As technology is constantly changing, must be willing to learn new software and programs as necessary. Knowledge of the United Methodist local church experience and the Virginia Conference structure a plus. The Administrative Assistant responsibilities may require travel and evening work hours.

### **Associate Director of Influence Ministries**

The Associate Director will work full-time under the supervision of the Director of Connectional Ministries.

The Associate Director is in nature and function a Christian minister, with or without traditional clergy Ordination credentials.

The Associate Director of Influence Ministries is a Virginia Conference resource staff person for local churches, districts, laity and clergy. This staff person will identify ways and means of educating and guiding our conference constituency in how we influence Christ's disciples to influence others and guide disciples in deepening relationships with Jesus Christ. The ministry of the Associate Director will require occasional travel and evening work.

Among the essential responsibilities of the Associate Director is to identify ways and means of educating and guiding our conference constituency in how we become Christ's disciples and how we guide disciples in deepening their relationships with Jesus Christ. The Associate Director will be present throughout the Virginia Conference, teaching and demonstrating best practices in Influence-related lifelong learning tools, techniques and ministries. The Common table has defined and identified Influence as "*To cultivate meaningful relationships,*" thus, this Associate Director will present the "Influence" focus as a ministry priority to all entities of the Virginia Conference in traditional, non-traditional, user friendly and creative ways.

The ideal candidate will have the skills and abilities to assist in implementing the Vision of the Virginia United Methodist Conference, develop resources, create programs and connect directly with District leadership, laity, local church leadership and pastors.

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### **Associate Director of Serve Ministries**

The Associate Director will work full-time under the supervision of the Director of Connectional Ministries.

The Associate Director is in nature and function a Christian minister, with or without traditional clergy Ordination credentials.

The Associate Director of Serve Ministries is a Virginia Conference resource staff person for local churches, districts, laity and clergy. This staff person will identify ways and means of educating and guiding our conference constituency in how we influence Christ's disciples to influence others and guide disciples in deepening relationships with Jesus Christ. The ministry of the Associate Director will require occasional travel and evening work.

Among the essential responsibilities of the Associate Director is to identify ways and means of educating and guiding our conference constituency in how we become lifelong learners as Christ's disciples and how we guide disciples in deepening their relationships with Jesus Christ. The Associate Director will be present throughout the Virginia Conference teaching and demonstrating best practices in service-related lifelong learning tools, techniques and ministries. The Common Table has defined and identified service as "*Serve - Being Christ in a broken world,*" thus, this Associate Director will present the "Serve" focus as a ministry priority to all entities of the Virginia Conference in traditional, non-traditional, user friendly and creative ways.

The ideal candidate will have the skills and abilities to assist in implementing the Vision of the Virginia United Methodist Conference, develop resources, create programs and connect directly with District leadership, laity, local church leadership and pastors.

### **Assistant Director of Learning Ministries**

The Assistant Director will work full-time under the supervision of the Director of Connectional Ministries. The ministry of the Assistant Director will require occasional travel and evening work.

The Assistant Director is in nature and function a Christian minister, with or without traditional clergy Ordination credentials.

The Assistant Director of Learning Ministries is a Virginia Conference resource staff person for local churches, districts, laity and clergy. This staff person will identify ways and means of educating and guiding our conference constituency in how we influence Christ's disciples to influence others and guide disciples in deepening relationships with Jesus Christ.

Among the essential responsibilities of the Assistant Director is to identify ways and means of educating and guiding our conference constituency in how we become lifelong learners as Christ's disciples and how we guide disciples in deepening their relationships with Jesus Christ. The Assistant Director will be present throughout the Virginia Conference teaching and

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demonstrating best practices in service related tools, techniques and ministries. The Common table has defined and identified Lifelong Learning as, “*The lifelong pursuit of being transformed to be more like Jesus - Active participation in the transformative work of God in Christ,*” thus, this Assistant Director will present the “learning” focus as a ministry priority to all entities of the Virginia Conference in traditional, non-traditional, user friendly and creative ways.

The ideal candidate will have the skills and abilities to assist in implementing the Vision of the Virginia United Methodist Conference, develop resources, create programs and connect directly with District leadership, laity, local church leadership and pastors.

Each position remains open until the position is filled.