



FFWPU-USA

Family Federation for World Peace and Unification

New Position Available in National Blessing & Family Ministry

Crescentia DeGoede

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FFWPU USA Headquarters in New York City has a job opening for the position of Assistant Director for the National Blessing & Family Ministry. It is a full-time position working with and assisting Crescentia DeGoede in developing all aspects of the Blessing & Family Ministry nationwide.

Please see the attached job description. To apply, e-mail your resume to jobs@unification.org and/or contact Nina Jewell. You may also submit an application at www.familyfed.org/.

Thanks!

A handwritten signature in black ink that reads "Crescentia DeGoede". The signature is written in a cursive style.

Crescentia DeGoede

Director, Blessing and Family Ministry



HSA-UWC Job Description

Job Title: Assistant Director	FLSA Status: Exempt
Department: Blessing & Family Ministry	Reports To: Blessing and Family Ministry Director
Job Status: Full Time Hours per week: 40	Work Schedule: Monday-Friday 9am-6pm, Occasional weekends and evenings

POSITION SUMMARY : Assist the Blessing and Family Ministry Director with development, implementation, and administration of various programs, initiatives, and services of the BFM. The BFM supports all aspects of the Unificationist matching and Blessing education and process, marriage enrichment and the health and happiness of Blessed families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the Director to sustain and grow BFM programs, initiatives and services
- Manage administrative functions to ensure smooth and efficient operations of the BFM
- Participate in strategic planning
- Plan and implement BFM programs and initiatives including Blessing Education workshops, Marriage Enrichment webinars, Ministry Leaders Training programs, and Blessing Ceremony preparation
- Attend and preside over BFM team meetings
- Write for the BFM website, bi-weekly BFM newsletter, BFM FB group and articles for UC News
- Help create budgets and track expenditures
- Update system and maintain accurate record-keeping in excel spreadsheets, Gravity Forms, and Formstack
- Regular and on-going communication with BFM field representatives
- Fulfill duties delegated by Director

ROLE QUALIFICATIONS:

- 4 year bachelor’s degree; social sciences preferred (sociology, psychology, social work, human services, anthropology)
- 3 years ministry experience (volunteer or paid)
- Married for at least one year; understands the doctrine, guidelines and policies of the ideal of the Blessing within Unificationist Teaching
- Cares and is committed to the work of the Blessing & Family Ministry

SUPERVISORY RESPONSIBILITIES:

Will help recruit, organize, and supervise volunteer staff and consultants for various programs and initiatives

ESSENTIAL QUALIFICATIONS AND SKILLS:

- Is an active member of a local FFWPU church community and a committed person of faith
- Competent in building strong interpersonal relationships, trust building, and maintaining confidentiality with sensitive information
- Critical thinking
- Organization
- Time management
- Strong written and oral communication
- Collaboration skills
- Flexible and ability to adapt to change
- Proficient in use of Word, Excel, PowerPoint, Facebook and other social media

VALUED, BUT NOT REQUIRED SKILLS:

- Public Speaking
- Leadership

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

- *Physical demands:* While performing duties of this job, employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects or controls; reach with hands or arms; talk and hear.
- *Work environment:* The noise level in the work environment is usually moderate.