

## **The Blessed Family Ministry seeks a Family Care Ministries Manager!**

Crescentia DeGoede  
February 12, 2016

**Job Title:** Family Care Ministries Manager

**Job Location:** HSA-UWC headquarters at 481 8th Ave., New York, NY

**Job Type:** Full Time

### **Job Description:**

The Blessed Family Ministry seeks a Family Care Ministries Manager to be responsible for development, implementation, and administration of family care ministries of the BFM such as Ascended Family Ministry, 24+ Connect, Getting Back on Track and more. A well-qualified candidate will be able to occasionally step into the role of BFM Director in the absence of the Director. 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**

- Directly manage and develop leadership of Family Care Ministry Coordinators (Ascended Family Ministry, Treasures of Heaven Ministry, 24+ Connect, Getting Back On Track Ministry, Adoption Ministry, Seniors' Ministry) to assist in accomplishing their goals.
- Write for the BFM website, weekly BFM newsletter, BFM FB group and articles for FFWPU News
- Participate in BFM strategic planning
- Arrange and coordinate BFM team meetings
- Monitor, respond to and distribute incoming communications
- Support budget process of Family Care Ministries
- Conduct and coordinate regular and on-going communication with local BFM leadership nationwide
- Attend FFWPU-HQ functions pertinent to the BFM
- Conduct BFM program evaluations and write event reports
- Occasional supervisory responsibility of BFM staff

### **Qualifications**

- Bachelor's degree, social sciences preferred (sociology, psychology, social work, human services)
- Cares and is committed to the work of the BFM
- Proficient computer skills and in-depth knowledge of Microsoft Office Suite and social media
- Experience with administrative practices and procedures required; budgeting experience preferred
- At least 5 years volunteer or paid FFWPU Ministry experience
- Married for at least five years; understands the doctrine, guidelines and policies of the Blessing within Unificationist Teaching

This is a full time position located at HSA-UWC headquarters at 481 8th Ave., New York, NY. Minimal travel required. Enjoy incredibly fulfilling work with a terrific team! Benefits also include health, dental and life insurance, 403b retirement plan with match, and paid time off. To apply send resume to [njewell@unification.org](mailto:njewell@unification.org).