

## **FFWPU USA: Seeking Part-time TribeNet Manager / CheonBo Administrator**

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Tribe Net is currently seeking a Manager and CheonBo Administrator.

**Job Title:** TribeNet Manager / CheonBo Administrator

**Job Summary:** The TribeNet Manager oversees events, projects, communications, and administrative aspects of the work to support Tribal Messiahs in pursuit of blessing 430 couples vertically and horizontally. As CheonBo Administrator, he/she manages events, projects, communications, and administrative aspects of the CheonBo Won Induction (as scheduled).

**Reports To:** Education/TribeNet Coordinator, Dr. Andrew Compton

**Job Location:** Remote work from home

**Job Type:** Part-time (25 hours per week, with some hours in the evening)

**Pay Rate:** \$17 to \$20 per hour

### **Essential Duties and Responsibilities**

- Support the TribeNet Communications Manager in assisting Tribal Messiah's questions and issues
- Manage the production needs of the weekly Tribe Call. This includes running the call, and hosting the zoom call utilizing online facilitation skills
- Assist with the development of online content, including the TribeNet website, FAQs, and videos, working with the education team when a new series is created
- Assist with TribeNet product management, which can require sourcing product and ordering product
- Provide administration of the North American CheonBo department as events for CheonBo Induction are scheduled- build/revise CheonBo process according to directions, communicate with IHQ, assist with problem-solving

### **Qualifications**

- Strong commitment to FFWPU goals and objectives- *it's best if you're excited about Tribal Messiahship!*
- Proficient in Microsoft Office and Google Drive programs like Shopify
- Proficiency with Zoom; Comfortable in front of the camera, has an on-air persona

### **Essential Skills and Abilities**

- Excellent communication skills and technical skills
- Excellent time management skills
- Creative writing skills

### **Valued, but not Required Skills**

- Fluency in Japanese and/or Korean language is a plus
- Bachelor's degree preferred

### **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.

### **To Apply**

Those interested in applying can express their interest in an email to Athia Shibuya and include their resume. Her email is [ashibuya@unification.org](mailto:ashibuya@unification.org).