



FFWPU-USA

Family Federation for World Peace and Unification

Open Positions at HSA-UWC: Controller, Human Resources Manager, Director UPF USA, and Director of Young Professionals Outreach

Susan Bouachri

July 12, 2013

Subject: Please circulate- Open Positions at HSA-UWC

From: Susan Bouachri

Date: July 12, 2013

To:

Dear District Pastors,

We have several open positions at HSA Headquarters. Please distribute this notice throughout your district so that qualified members of our community and their contacts have the first chance of applying for these jobs.

Thank you and best wishes,

Susan

Controller- Responsibilities include accounting administration, accounts payable/receivable management, financial statements and reporting. Coordinate budgeting, budget management and cost controls. Manage accounting staff and payroll functions. Full time position, located in HQ offices in New York City. This position requires BA/BS degree in Accounting or Finance with 5-7 years of experience with a non-profit or a large corporation. Would prefer CMA or CPA designation.

Human Resources Manager- Manages the development and implementation of Human Resources department, goals, objectives, policies and priorities for each function. Supervise HSA-UWC benefit plans including 403b; supervise all recruitment and hiring efforts for the organization. Ensure compliance with federal and state employment law. Requires excellent communication, interpersonal and conflict mediation skills. Full time position, located in HQ offices in New York City. This position requires a BA/BS degree and 3-5 years of progressive HR experience.

Director UPF USA- Responsible for day to day leadership of UPF USA including strategic planning, program planning and basic administration. Manage national network of UPF Representatives and volunteers, and organize regular communication with Ambassadors of Peace. Full time position, located in New York City or Washington DC. Possibility of starting as part time with development into full time role. This position requires an individual with a professional appearance and attitude, with confidence to speak about the mission of UPF USA and interfaith issues. Must be comfortable to network with established individuals. Prefer college graduate with excellent time management, communication and organizational skills.

Director of Young Professionals Outreach- This is a new position (and the position needs a catchy name!). The focus is on networking and outreach to 20 to 40 year old Unificationists and their friends, who may not be interested in ministry but are concerned about building better communities and families. This may include projects connected to True Mother's 2020 project including overseas programs, etc. This is a part time position, ten hours per week. It is not required to work in NY. The best candidate for this job will enjoy speaking about his or her faith, with strong organizational and networking skills, excellent time management and communication skills.

All full time positions offer generous insurance benefits, 403b plan with match, and time off benefits. HSA-UWC is a learning organization which offers career paths throughout the organization. Opportunities include two and three year work agreements which allow employees to move on with career development.

To request a full job description, or if you have questions in regards to any of these positions, contact Susan Bouachri. An online application is available at www.familyfed.org/jobs.

Susan Bouachri, SPHR

HSA-UWC Director of Human Resources