

## **Full time Executive Administrative Assistant needed at HSA HQ**

Susan Bouachri

March 27, 2014

Responsibilities include extensive calendar management, meeting coordination and preparation. Prepare expense reports. This position communicates with HSA leadership and members from the US and around the world via phone, email and written correspondence. Must have stellar communication skills with sensitivity to navigate multi-lingual situations. The ideal candidate will be a problem solver and team player, organized and professional, but warm.

### Qualifications:

The position requires a Bachelor's degree and 3+ years of administrative experience. A collaborative work style based on open, continual communication, and inclusive decision-making coupled with a solution-oriented and proactive approach are a must. Strong computer skills are required. Must be able to juggle multiple projects and deadlines. Working in high pressure environment requires tact, diplomacy, and regard for discretion. Full time position with benefits. Office hours are 9 to 6 pm, Mon through Friday at HQ offices in New Yorker Hotel.

Sound interesting? Submit resume to [jobs@unifcation.org](mailto:jobs@unifcation.org) or complete application form at [www.familyfed.org/jobs](http://www.familyfed.org/jobs)

Susan Bouachri, SPHR

HSA-UWC Director of Human Resources



### HSA-UWC Job Description

<b>Job Title:</b> Assistant Director	<b>FLSA Status:</b> Exempt
<b>Department:</b> Blessing and Family Ministry	<b>Reports To:</b> Blessing and Family Ministry Director
<b>Job Status:</b> Full Time Hours per week: 40	<b>Work Schedule:</b> 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
- 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
- Write for the BFM website, bi-weekly BFM newsletter, BFM FB group and articles for UC News
- Regular and on-going communication with BFM field representatives
- Help create budgets and track expenditures
- Update system and maintain accurate record-keeping in excel spreadsheets, Gravity Forms, and Formstack
- Fulfill duties delegated by Director

**ROLE QUALIFICATIONS:**

- 4 year bachelor’s degree; social sciences preferred (sociology, psychology, social work, human services, anthropology)
- 3 years of experience volunteering or working with ministry
- 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



# FFWPU-USA

*Family Federation for World Peace and Unification*

## **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.