

FFWPU is looking for an Administrative Assistant for Subregion 1 in New York

Susan Bouachri

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Are you passionate about supporting Unification Church state pastors? Family Federation Headquarters is looking for an Administrative Assistant for Subregion 1!

Job Title: Sub-Regional Administrative Assistant

Job Location: Family Fed HQ - NYC

Job Type: Full Time

Job Description:

Essential duties and responsibilities:

Manages the day-to-day administrative affairs of the subregional director's office, scheduling all appointments, conferences, speaking engagements, and other commitments;

Processes all incoming email and written correspondence received in the office of the northeast subregion. Directs mail to appropriate internal staff with instructions and/or suggestions for preparation of a reply. Determines which correspondence can be handled by self and takes initiative in drafting responses for the director's signature based on knowledge of his activities, interests, priorities, and issues;

Reviews, proofreads, and formats all correspondence prepared for the director's signature to ensure accuracy and completeness, as well as consistency with the HSA-UWC's policy standards and exercises good judgment in following up with staff to ensure deadlines are met on documents requiring the director's signature.

Produces a schedule for weekly report calls with District Pastors and meetings with Core Team staff, and maintains and tracks director's priority lists of projects

Serves as a liaison between the director and various church departments and locations, affiliate organizations, and senior level staff;

Handles confidential and sensitive information with poise, tact, and diplomacy;

Maintains files and meeting summaries used by the director on an ongoing basis, modifying when necessary;

Maintains efficient flow of information between the director's office and all levels of the organization including internal and external contacts on a wide spectrum of plans and priorities

Other relative duties as assigned

Role Qualifications:

High level of discretion, tact, judgment, and poise and must have an aptitude for customer service.

Sincere commitment to work collaboratively with all constituent groups, including staff, members, volunteers, affiliate organizations, program participants, and other supporters

Self-starter, able to work independently, with a high degree of organization and consistency

Must be visibly engaged in the mission of FFWPU, able to represent president with spiritual authority

Essential Qualifications and Skills:

Excellent written and verbal communication skills

High School Degree

Fluency with Microsoft Office programs including Excel

Ability to research, develop and help organize complex projects utilizing data from multiple sources

High level of skill in grammar, spelling, punctuation

Valued, But Not Required Skills:

Previous secretarial or administrative work experience

Associates or Bachelor's degree preferred

To Apply

All interested applicants should submit their resume and cover letter to Alexa Sensini at asensini@unification.com or Susan Bouachri at hr@unification.org.