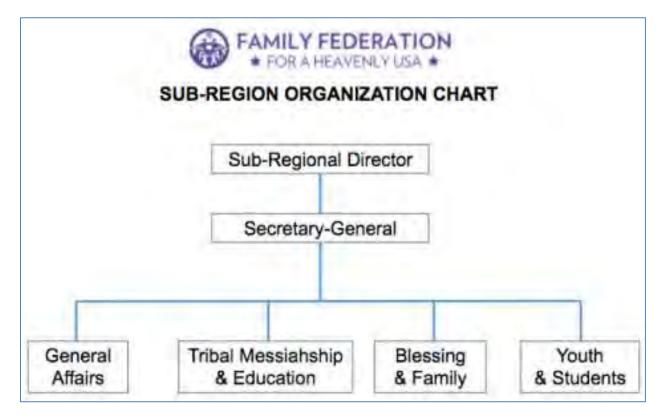
Job Opening: Northeast Sub-Region 1 General Affairs Part-Time Position

Miilhan Stephens September 17, 2018

The Northeast Sub – Region 1 is seeking a General Affairs Coordinator to assist the Secretary General in tasks including but not limited to regular communication with leaders and members and compiling weekly field reports.

In response to True Mother's direction, our national movement has recently reorganized into five "Subregions". Each sub-region has a director and a respective coordinator in the areas of Witnessing and Education, Blessing and Family Ministry, and YAYAM (youth and young adults). We see this as an exciting opportunity to empower local ownership and development. See the diagram below.



Job Title: General Affairs Coordinator

Job Location: New York

Job Type: Part Time

Job Description:

Main Responsibilities:

Assist the Secretary General in the area of general affairs

Reporting on field activities and progress

Collect, compile reports from the field

Manage the goals dashboard

Produce the weekly report

Maintain event calendar

Administrative Assistance

Assist with event logistics

Carry out administrative tasks as needed

Requirements:

Strong organizational and communication skills High level of initiative and ownership

Compensation:

\$15 per hour

All work related expenses incurred by employer

Hours:

Part-time (10 - 20 hours a week)