

HSA-UWC is seeking an Assistant Director for the Blessing Ministry

Susan Bouachri
June 28, 2024



Position Summary:

The Assistant Director of the Blessing Ministry plays a pivotal role in advancing our mission to facilitate meaningful God-centered marriages through comprehensive services and resources. The position will oversee and coordinate daily operations within the department, ensuring the smooth execution of tasks and fostering a supportive environment for applicants, candidates, and volunteers alike.

Essential Duties and Responsibilities:

Strategic Support: Assist the director in establishing short and long-term objectives to further the mission of the Blessing Ministry.

Team Management: Support the management of Blessing Ministry staff and volunteers, ensuring effective coordination and alignment with ministry goals.

Application Management: Manage Blessing Candidates Application processes, ensuring accurate and timely handling of applications.

Financial Forecasting: Prepare forecasts of relevant financial data to aid in budgeting and resource allocation.

Policy Development: Contribute to the creation and implementation of matching and Blessing-related policies specific to North America.

Data Administration: Administer and manage Blessing Ministry data, ensuring accuracy and accessibility for decision-making.

Role Qualifications:

Fluency or familiarity with the Unification Church's Blessing policies and practices, or a willingness to learn and embrace them.

A bachelor's degree in a relevant field such as business administration, nonprofit management, or religious or social sciences is preferred.

Some experience with administrative practices and procedures, demonstrating competence in organizational management and operational efficiency.

Blessed in marriage for at least three years; understands the doctrine, guidelines and policies of the Blessing within Unificationist Teaching

Job: Full-time, 40+ hours per week

Location: Hybrid - Prefer candidates in the NY-NJ-CT area as occasionally work is required at the BFM office at 4 W 43rd Street, NYC. However, all candidates will be considered, regardless of location.

Work Schedule: Monday through Friday, flexible hours, occasional weekends, and some travel required.

Salary Level: \$45,000 to \$60,000

TO APPLY

We are collecting resumes until July 31, 2024. If you would like to apply, complete the [online application form](#). Please contact Carina Méndez at cmendez@unification.org for a full job description and further information.