

## **ACLC is looking for a tech-savvy Assistant**

Luonne Rouse  
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**Job Title:** ACLC Assistant

**Job Location:** 4 West 43rd Street NYC - ACLC HQ

**Job Type:** Full Time

### **Job Description:**

Assist ACLC National Co-Chair with Administrative tasks in order to continue the momentum and consistent communication between all ACLC members and activities.

### **Essential Duties and Responsibilities**

Manage ACLC Facebook page and website

Document and collect weekly reports of ACLC activities. Use that information to create a weekly Powerpoint presentation and other reports required for Dr. Rouse at weekly and monthly meetings.

Appropriately direct all incoming ACLC communications (email, phone calls, letters, etc..) in a confidential and professional manner.

Send out Welcome letter to all first-time ACLC participants after events and as needed.

Help staff at national events

Responsible for ACLC logistics:

Create rosters for ACLC event and participants

Meal plan count

Prepare donor cards when applicable

Arrange greeters for events

Maintain cleanliness of ACLC office

Order and maintain all office supplies

### **Essential Qualification and Skill**

Great organizational and communication skills

Able to handle tasks in a professional, confidential and friendly manner

Proficient with Microsoft Office including Word, Powerpoint, and Excel

High school degree acceptable, college degree preferred

Social media savvy

Previous Administrative experience

### **Valued, But Not Required Skills**

Experience creating and managing websites

Previous volunteer or work experience with ACLC with an interest in its mission of connecting Christian clergy with True Parents Blessing and teachings.

### **To Apply**

All interested applicants should submit their resume and cover letter to Alexa Sensini at [asensini@unification.org](mailto:asensini@unification.org)

*\*Job applicants must have the legal right to work in the United States. The Unification Church cannot help you.*