

FFWPU USA's TribeNet Team Seeking Communications Coordinator

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Participation in Tribal Messiahship continues to develop. Join a dynamic team focused on supporting this work.

Job Title: TribeNet Communications Coordinator

Job Location: Flexible -Can work from home

Job Type: Part Time

Job Description:

POSITION SUMMARY: The TribeNet Communications Coordinator manages general incoming and outgoing email and phone communications, responds to questions from the field, communicates regularly with subregion level coordinators, and assists with TribeNet department projects.

POSITION DETAILS:

Part-time, 20 hours per week. There is a possibility for a full-time schedule for someone living in the NY/NJ area who can occasionally commute to NYC.

Part-time work could be done from home.

Flexible schedule – some evening hours will be required

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Receive and respond to pre/post TribeCall communications

Download, edit and post a weekly TribeCall recap

Monitor and respond to Evangelism email

Help in hosting TribeCall, and with back end production

Receive communications from Subregional HTM coordinators (5); answer questions

Verify Accomplishers via Airtable

Send certificates

Collaborate with TribeNet team to fulfill weekly tasks

ESSENTIAL QUALIFICATIONS AND SKILLS:

Strong commitment to FFWPU goals and objectives

Excellent communication skills and clear spoken English

Proficient in Microsoft Office and Google Drive programs; basic video editing skills

Must have own computer and telephone

Comfortable speaking over the phone

Excellent time management skills

Bachelor's degree preferred

Proficiency in Japanese and/or Korean is a plus, but not required

APPLICATION PROCESS:

If you are interested in applying, please send your resume to Athia Shibuya at ashibuya@unification.org

Deadline to submit resume: March 24, 2021