

FFWPU USA, Northeast: We're Hiring: Join the Northeast Region Team

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May 20, 2026

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FFWPU North East Region

FFWPU North East Newsletter

WE ARE HIRING
SECRETARY GENERAL / FAMCOM COORDINATOR

Support pastors, families, and regional growth across the Northeast.

POSITION DETAILS

- ✓ **Schedule:** Part-time (15-25 hours/week)
- ✓ **Location:** Hybrid / Remote
- ✓ **Compensation:** \$20-\$25/hour

Apply in Under 5 Minutes

We're Hiring: Join the Northeast Region Team!

Dear Northeast Community,

The Northeast Region is currently seeking a highly organized and dedicated individual to serve as our new **Secretary General / FAMCOM Coordinator**.

In this role, you will work closely to support the Northeast Regional Director, pastors, and Family Communities, helping to move our regional priorities from discussion to action.

Position Details:

Schedule: Part-time (15-25 hours/week) to start, with the potential to transition to full-time (35-40 hours/week).

Location: Hybrid / Remote, with occasional in-person support needed for regional meetings and events.

Compensation: \$20-\$25/hour, based on experience.

We are looking for someone with strong communication skills, proficiency in Google Workspace, and a passion for community growth and pastoral care.

Applying takes less than 5 minutes! Click below to fill out our brief application form and submit your resume.

Sincerely,

The Northeast Region Leadership Team

Apply
Now

Visit the new FFWPU North East Website!

View

FFWPU Northeast Region Mailing List

Sign up for news and the latest updates!

Subscribe

HSA-UWC

548 South Broadway, Tarrytown
United States of America

You received this email because you
subscribed or your pastor provided your
contact info.



Application: Secretary General / FAMCOM Coordinator (Northeast Region)

Please complete this application for the HSA-UWC Secretary General / FAMCOM Coordinator role. Refer to the job description for details on responsibilities and qualifications.

[View Job Description](#)



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

Section 1: Contact Information

Full Name

Your answer



Email Address

Your answer

Phone Number

Your answer

City & State

Your answer

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Google Forms





HSA-UWC Mission/Job Description

Mission/Job Title: Secretary General / FAMCOM Coordinator	FLSA Status: TBD - Exempt, Non-Exempt, or Ministerial Exception
Department: Northeast Region	Reports To: Northeast Regional Director
Job Status: Part-time or Full-time Hours per week: 15-25 hours/week to start; potential to increase to 35-40 hours/week Travel needs: Occasional; approximately 5-15%	Work Schedule & Location: Hybrid / Remote; occasional in-person support for regional meetings and events Last Updated: May 2026
Salary Level: Negotiable \$20-\$25/hour based on experience. May begin as a part-time trial role and transition to full-time based on performance, role fit, regional needs, and budget approval.	

POSITION SUMMARY:

This mission/position supports the purpose of HSA-UWC by strengthening the communication, coordination, reporting, and follow-up systems of the Northeast Region. The Secretary General / FAMCOM Coordinator supports the Northeast Regional Director, pastors, and Family Communities by helping regional priorities move from discussion to action. This role coordinates communications, meetings, reporting, pastor follow-up, FAMCOM development, event support, and regional systems so that senior leaders can focus more fully on vision, pastoral care, strategy, and community growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate FAMCOM communication and follow-up by supporting pastors and Family Community leaders, tracking participation, identifying follow-up needs, and helping communities stay aligned with regional and national priorities.
- Support regional meetings and leadership communication by preparing agendas, assisting with Zoom logistics, taking notes, summarizing action items, maintaining follow-up trackers, and helping ensure decisions are carried out.
- Monitor regional reporting systems by following up on missing or incomplete attendance, active member, finance, blessing, offering, and other growth-related data.
- Prepare regional updates and reports, including FAMCOM highlights, scoreboard updates, pastor-facing summaries, briefing notes, recognition items, and other communication pieces for the Regional Director.
- Coordinate with pastors, ministry leaders, PWA/VA support, and regional team members to ensure administrative tasks, data cleanup, communications, and system improvements are completed in a timely manner.
- Support regional events, trainings, and programs by helping manage registration, reminders, schedules, volunteer lists, logistics, documentation, and post-event follow-up.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with creating or updating SOPs, templates, shared folders, forms, trackers, and regional documents.
- Provide occasional Canva, slide, document, or visual report support when needed.
- Help onboard new pastors, ministry leaders, assistants, or volunteers to regional systems.
- Support special projects assigned by the Regional Director or regional leadership team.
- Assist with basic research, drafting, formatting, or administrative preparation for regional initiatives.
- Provide occasional in-person support for regional gatherings, workshops, or special events.

ESSENTIAL QUALIFICATIONS AND SKILLS:

- Alignment with the mission, values, and culture of HSA-UWC / Family Federation.
- Strong organizational skills and ability to manage multiple details, deadlines, and follow-up items.
- Clear written and verbal communication skills, including the ability to work respectfully with pastors, leaders, staff, volunteers, and community members.
- Proficiency with Google Workspace, including Gmail, Google Docs, Google Sheets, Google Drive, Google Calendar, and Google Forms.

"GOD'S DREAM, ONE FAMILY"



FAMILY FEDERATION

FOR WORLD PEACE AND UNIFICATION • USA

- Comfort using Zoom and basic online meeting tools.
- Ability to summarize meetings, identify action items, and track next steps.
- High reliability, discretion, and trustworthiness with confidential or sensitive information.
- Ability to work independently, ask clarifying questions, and follow through without constant supervision.

VALUED, BUT NOT REQUIRED SKILLS:

- Experience in ministry, nonprofit administration, church operations, youth ministry, or community organizing.
- Familiarity with Northeast Region communities, pastors, and FAMCOM structure.
- Experience with Canva, spreadsheets, dashboards, project management tools, or AI tools.
- Experience coordinating events, retreats, trainings, graduations, or workshops.
- Basic understanding of data tracking, reporting, attendance systems, or CRM-style systems.
- Experience working with virtual assistants or delegated support teams.
- Interest in growing into greater ministry leadership or regional operations responsibility.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

- Physical demands: While performing duties of this job, employees are occasionally required to stand; walk; sit; use hands to finger, handle or feel objects or controls; reach with hands or arms; talk and hear.
- Work environment: The noise level in the work environment is usually moderate. Most work may be performed remotely using a computer, phone, and online communication tools. Occasional in-person support may be required for regional events, meetings, or trainings.

I have read and understand this explanation and job description.

Signature: _____ Date: _____

FOR HUMAN RESOURCES ONLY

Completed By _____

HR Approval _____

"GOD'S DREAM, ONE FAMILY"

Northeast Region



Heavenly Mother | Family Group Service

OUR VISION

God's Dream, One Family.

OUR MISSION

To build thriving communities that share God's heart of hope, love, and peace by helping each member develop their faith, family, and fortune.

OUR FOUNDERS

Holy Mother Han and Reverend Sun Myung Moon, lovingly referred to as the True Parents are the founders of our faith community, whose lives have been a testament to love, peace, and unity. Together, they have dedicated their hearts and souls to promoting a vision of a world where all people live as one family under God.





REV. SUN MYUNG MOON

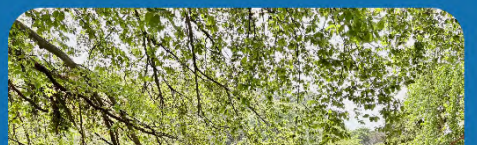
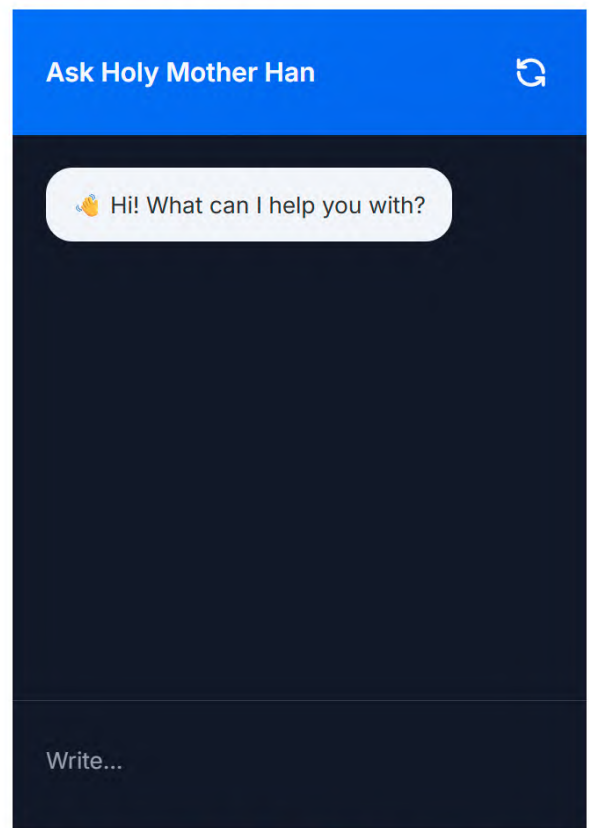
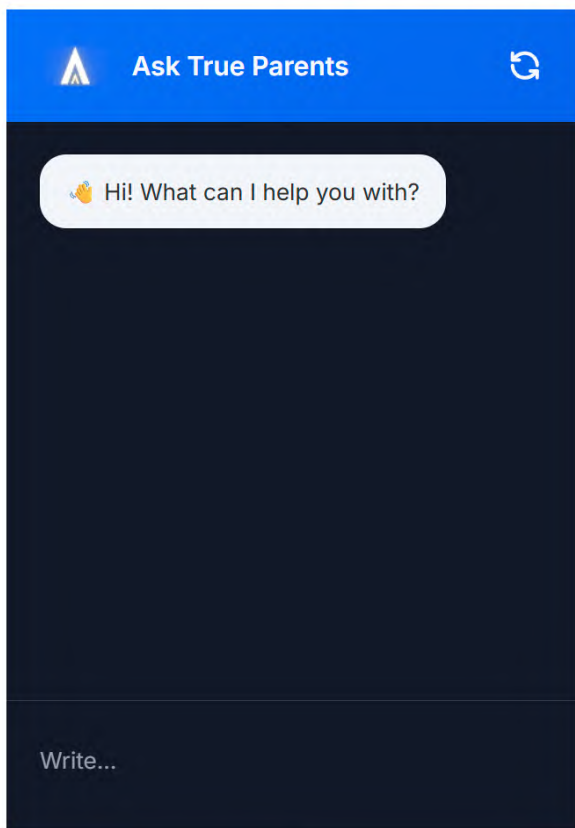
HOLY MOTHER HAN

AI QUOTE FINDER

Your instant source for inspiring quotes from True Parents on any topic you can imagine, perfect for sermons or personal reflection.

Powered by advanced AI, it quickly understands your needs, making your search effortless. For you to use freely.

Note: There are 2 AI quote finders, one is for True Mother's words and one is for True Parents' words





**Peace Starts With
Me Resources**



**Blessing
Resources**



**Family Group
Host Resources**

MEET THE TEAM



Naokimi Ushiroda
Regional Director



Kazuhide Kikuchi
Vice-Regional Director Director of Innovation and Growth



Justin Okamoto



Landon Doroski
Blessing and Family
Ministry Coordinator



Barbara Robertson
Pastoral Care Counselor



Matogba Nelson
HyoJeong Arts and Culture
Coordinator

Local Communities

Extra-Large, Medium Churches (XLMs)

New Jersey Family
Church

Belvedere Family
Church

New Jersey KEA

Boston Family Church

Small Communities

Philadelphia Family
Church

Elizabeth Family
Church

Worcester Family
Church

Queens Family Church

Family Groups

Vermont Family Church

Maine Family Church

New Hampshire Family
Church

[Connecticut Family Church](#)

[Manhattan Family Church](#)

[Mid-Hudson Valley Family Church](#)

[Albany Family Church](#)

[Rhode Island Family Church](#)

[Bronx Family Church](#)

Peace Starts With Me Toolkits

All Your Resources In one Place

Membership Form

[Membership Form](#)

[Interest Card](#)

PSWM Survey

[Survey](#)

PSWM Slide

[PSWM intro](#)

[Principles of Peace](#)

[Peace Maker](#)

[Need Help? click here](#)

Spanish Slide

[\(ESPAÑOL\) PSWM INTRO](#)

[\(Español\) Principles of Peace](#)

[\(Español\) Peace Maker](#)

Online Member Registration

[Online Form](#)

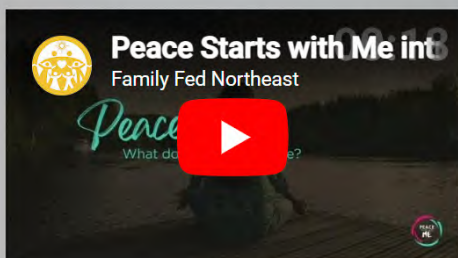
PSWM Slide (Previous Slide)

[PSWM intro](#)

[Principles of Peace](#)

[Peace Maker](#)

Intro Video



[Peace starts with me Intro Video](#)

Peace Makers



[Peace makers](#)

Principles of Peace



[Principles of Peace video](#)

Community Resources:

Boston PSWM survey

Northeast Copy of
Instructions &
Online Survey

Northeast Copy of
Peace Starts with
Me Survey print

Peace Start With Me
Survey

BLESSING RESOURCES

Everything You Need to Support the
Blessing Process

[BFM Updates & Events](#)

[Blessing4U](#)

[Connection Network](#)

[Early Education for
Singles and Parents](#)

Pastor BFM Service Theme

January

[Link to the January
Sermon Template](#)

[Link For January
Video](#)

Upcoming BFM Events

**Register For 2026
Blessing**

[2026 Blessing
Registration](#)



Need Help? Contact

Us:

sign up

bfmadmin@unification.org

Receive Weekly Updates!

Name

First Name (required)

Last Name (required)



Email (required)

Sign up for news and updates

Community (required)

Subscribe



We're here to help! Feel free to reach out to us anytime.

northeasthq@unification.org

Virtual Cheon Shim Won Hall

