

FFWPU USA: The Family Fed Communications Team is Hiring

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February 19, 2024

The Family Fed Communications Team is Hiring

WE ARE hiring!

Open positions: 🔍

- Communications Assistant
- Reporter (contract)

The Comms team needs you!

Find out more and apply at familyfed.org/jobs

HSA-UWC currently has two job openings in the Communications Department:

1. The **Communications Assistant** supports the Communications Department

in executing communications strategies. They help maintain the brand and tone of Family Fed to support its mission, “God’s Dream, One Family”. Tasks include putting together newsletters, administrative tasks, editorial work, and customer service.

2. The **Family Fed USA Reporter** is a contract position. The reporter will seek out and write stories about U.S. Unificationist communities’ activities. These stories would ideally highlight how these communities, or individual Unificationists, are serving their broader community through service projects, serving in local government, community gardens, etc., and noteworthy church activities.

Find out more and apply at the links below!

[Comms Assistant Application](#)

[Reporter Application](#)

HSA-UWC is seeking a Communications Assistant

February 19, 2024

Position Summary

The Communications Assistant supports the Communications Department in executing communications strategies. They help maintain the brand and tone of Family Fed to support its mission, "God's Dream, One Family". Tasks include receiving and gathering news, events, and resources relevant to the national Family Fed community to construct weekly newsletters for both the general Family Fed USA audience and the BFM audience. They will facilitate effective internal communication with ministry teams and other departments to support their communication needs, in line with the communications strategy. There will be some need for carrying out administrative tasks. Reports will also need to be made and maintained occasionally.

Essential Duties and Responsibilities

Websites & Graphic Design

- Offering graphic design and website support based on Family Fed's brand guidelines

Editorial

- Proofread articles and post them on FamilyFed.org according to the editorial guidelines and editorial calendar
- Create and send Family Fed Newsletter on Mondays and Wednesdays
- Create and send BFM newsletter on Fridays
- In Memoriam (Seonghwa) post to BFM website and email announcement (as needed)
- Create and send HQ Watercooler newsletter to HQ employees as needed by HR

Administrative

- Preparing presentations on communications projects

Customer Service

- Responding to general inquiries made through the contact form on FamilyFed.org and forwarding messages to the appropriate person or

department

- Forwarding any messages that need a more tailored response to the Communications Manager

Social Media

- Moderating the comments on Family Fed USA's social media platforms and forwarding any comments or followers who need particular attention to the Social Media Manager
- Coordinating with the Social Media Manager to schedule weekly posts in tandem with the editorial calendar

Essential Qualifications and Skills

- Strong command of the English language, grammar, and Family Fed brand
- Self-starter, able to work independently and meet deadlines with a high degree of organization and consistency
- Good command of Unificationist teachings and values

Preferred Skills

- Basic understanding of Google Suite (Drive, Docs, Sheets) and Squarespace
- Knowledge of using Instagram, Facebook, TikTok, and X (formerly Twitter) a plus
- Knowledge of using Canva a plus
- Knowledge of creating a newsletter a plus

Job: Part-time, 10-15 hours per week

Work Schedule: Work from home, specific online office hours to be determined

TO APPLY

If you would like to apply, please complete the [online application form](#) and email **Sungmi Holdhus** at sholdhus@unification.org with your resumé.

HSA-UWC is seeking a Reporter - Contract Position >

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4 W 43rd St, New York, NY 10036



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HSA-UWC is seeking a Reporter - Contract Position

February 19, 2024

Position Summary

The Family Fed USA Reporter is a contract position. The reporter will seek out and write stories about U.S. Unificationist communities' activities. These stories would ideally highlight how these communities, or individual Unificationists, are serving their broader community through service projects, serving in local government, community gardens, etc., and noteworthy church activities. Reports from the field may also be adapted into stories.

The purpose of this position is to add positive stories online of Unificationists practicing their faith, which helps improve the Unification Church's public image, and supports the church's vision and mission of "God's Dream, One Family". The Reporter will be responsible for creating a good working relationship with local Unificationist community leaders and members and interview members and non-members for these stories. They will work closely with the Communications Manager to ensure tone and quality.

Essential Duties and Responsibilities

- Write articles highlighting stories on local and national church activities of Unification Churches in the U.S.
- Seek out stories of Unificationists who are contributing to their greater community by putting Unificationist teachings into practice (ex. service projects, serving in local government, community gardens, etc.)
- Adapt reports from the field into articles.
- Contact local church community leaders and church community members to find stories of note
- Interview the person being highlighted and others who could add value to the story
- Communicate upcoming stories to the Communications Manager

Essential Qualifications and Skills

- Strong storyteller who can write in journalistic style
- Understands Unificationist teachings and wants to promote them
- Excellent written and verbal communication skills

- Able to take constructive feedback and implement it in their work
- Ability to be self-sufficient with little to no supervision
- Experience interviewing people is a plus
- Degree in Journalism, Communications, Writing, or related degree is a plus

Preferred Skills

- Proficient in Google Docs
- Proficient in Squarespace

Job: Contract position

Rate: To be determined based on qualifications and experience

TO APPLY

If you would like to apply, please contact **Sungmi Holdhus** at sholdhus@unification.org with your resumé and a writing sample of 500 words. The writing sample can be an article or report you've written in the past or a new piece that demonstrates your journalistic skills.

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