

FFWPU USA: HSA-UWC is seeking a Liaison Officer

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Position Summary:

The Liaison Officer is responsible for developing and sustaining connections with government representatives and religious leaders, coordinating resources for impactful regional service projects, and facilitating inter-departmental communications to achieve these goals. This high-level engagement role requires extensive travel, exceptional networking skills, and the ability to manage complex relationship landscapes to support the organization's goals. This role will also be a liaison between the National Chairman and any state

government leaders/religious connections to HSA-UWC. This position will handle administrative tasks, provide exceptional interpersonal networking awareness, and be the facilitator between HSA-UWC's team and the team of any state government leaders. Strong communication skills, attention to detail, and a proactive problem-solving approach are essential.

Essential Duties and Responsibilities:

- Develop and maintain relationships with government representatives and religious leaders across multiple states.
- Coordinate resources and manpower for service projects aimed at creating regional impact.
- Facilitate inter-departmental communication to align strategies with organizational goals.
- Utilize networking skills to deepen government connections and support advocacy efforts.
- Manage executive calendars and schedule meetings, appointments, and travel arrangements in relation to this role.
- Coordinate and organize internal and external meetings in relation to this role.
- Arrange complex and detailed travel plans, itineraries, and agendas in relation to this role.
- Travel extensively to engage with stakeholders and represent the organization effectively.
- Prepare highly detailed meeting "briefing notes" for National Chairman
- Ensure all necessary meeting information has been obtained including logistics, location, attendees, bios, needed reports/documents.
- Handle sensitive and confidential information with integrity and discretion.

Role Qualifications:

- Bachelor's Degree in Political Science, Communications, Hospitality, or related field; or equivalent experience.
- Proven ability to build and maintain relationships with diverse stakeholders.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and travel as required.
- Ability to multitask and prioritize tasks effectively.
- Ability to maintain confidentiality of sensitive information.
- A strong service-oriented mindset.

Job: Full-time, 40 hours per week

Location: Hybrid - Prefer candidates in the NY-NJ-CT area as work is required at the main office at 481 8th Ave. New York, NY. However, all candidates will be considered, regardless of location.

Work Schedule: Monday through Friday, 9:00 AM - 5:30 PM, and some travel required.

Salary Level: \$58,000 to \$68,000

TO APPLY

We are collecting resumes now. If you would like to apply, complete the [online application form](#). Please contact **Sancha Christian** at schristian@unification.org for a full job description and further information.