

# SM Human Resources and Marketing for GMM-Guam

Call ID: NAD-GUMM-000361-2024

Where: Guam, Guam

When: Jul 1, 2024 - Jun 30, 2025

## Summary

Will help with recruitment, employee relations, training and development, as well as marketing campaigns and promotions. This internship provides a unique opportunity to develop skills in both HR and marketing disciplines and contribute to the success of GMM.

## Destination

Guam Guam

## Term

Long-Term, 10 - 12 months, Jul 1, 2024 - Jun 30, 2025

## Position

Type: Marketing / Fund-Raising, Total People Required: 1, Target Age: Any

## Finances

Cost: \$0.00, Monthly Living Allowance: \$700.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

## Lodging & Food

May share apartment with other volunteers. Basic housekeeping supplies provided. Volunteer supplies linens and bedding.

Restrictions:

No Pets Allowed

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

## Health Notes

Health Clearance can be done by a doctor, a nurse practitioner or physician assistant. Make sure papers are signed before sending or uploading.

## **Dress**

Acceptable:

Dress professionally and appropriately for occasion. Men's shirts with shirttails should be tucked in. Print on clothing should be appropriated for a Christian to wear

Unacceptable:

No tight or low-cut clothing is allowed. No low-rider or baggy pants on men. Please refrain from wearing any jewelry.

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## **Duties**

### **1. Recruitment Support:**

- Assist with job postings and help review incoming applications.
- Schedule interviews and communicate with candidates regarding interview logistics.
- Conduct initial resume screening and assist with candidate assessments.

### **2. Employee Onboarding:**

- Coordinate new hire orientation sessions and prepare orientation materials.
- Assist with the completion of new hire paperwork and HR documentation.
- Support the onboarding process by providing information and assistance to new employees.

### **3. Employee Relations:**

- Provide administrative support for employee relations activities such as performance evaluations, disciplinary actions, and exit interviews.
- Assist in maintaining employee records and databases, ensuring accuracy and confidentiality.
- Respond to employee inquiries.

### **4. Training and Development:**

- Help coordinate training sessions and workshops for employees on various topics.
  - Assist in tracking employee training and development activities.
  - Prepare training materials and presentations as directed by HR staff
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## **Experience**

- Must be a baptized Seventh-day Adventist member
- Must be a university student
- Work closely with the President and Missions Director
- Be willing to venture into other projects that may not be HR or Marketing related.

## **Education**

2-Yr College

## **Education Concentration**

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Any**Languages**

English (fluent)

**Trade Skills**Any

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**Host**      « Private »**Host Contact** « Private »

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**Travel Documentation****Travel**

Destination City	Guam	Destination Airport	Antonio B. Won Pat International Airport
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**Medical**

Required Inoculations	Go to <a href="http://www.cdc.gov">www.cdc.gov</a> and click Traveler's Health then choose your destination recommendation	HIV Clearance Required?	No
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Medical Recommendations (not set)

**Visa**

Visa Required?	No	Visa Type	1
Visa Application By	Volunteer / Sponsor		
Work Permit Required?	No		
Work Permit Application By	Volunteer / Sponsor		
Police Clearance Required?	Yes		
Child Protection Required?	Yes		
Send Documentation To	<a href="mailto:GladysGuerrero@nadadventist.org">GladysGuerrero@nadadventist.org</a>		
Documentation Deadline	Jul 1, 2024		

Visa Travel Details

[Only Needed by Non-US Citizen](#)

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**Interview**

Phone Interview Required?	No
Signed Agreement Required?	Yes

**Orientation**

Orientation on Site?	Yes
Orientation Stipend?	Yes

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**Travel Advisory**

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## Guam

**1** Exercise normal precautions