

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.

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

Any**Languages**

English (fluent)

Trade Skills

Any

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

Travel Documentation**Travel**

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

Required Inoculations	Go to www.cdc.gov 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	GladysGuerrero@nadadventist.org		
Documentation Deadline	Jul 1, 2024		

Visa Travel Details

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

Interview

Phone Interview Required?	No
Signed Agreement Required?	Yes

Orientation

Orientation on Site?	Yes
Orientation Stipend?	Yes

Travel Advisory

Guam

1 Exercise normal precautions