

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](#)

Medical

Required Inoculations [Go to www.cdc.gov and click Traveler's Health then choose your destination recommendation](#) HIV Clearance Required? [No](#)

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