

SM for Interim Communication-Guam

Call ID: NAD-GUMM-000362-2024

Where: Guam, Guam

When: Jul 1, 2024 - Jun 30, 2025

Summary

Guam-Micronesia Mission is looking for individuals who have skills or an interest in the area of communications.

Destination

Guam Guam

Term

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

Position

Type: Communications / Media, 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

Restrictions:

Apartments restricted to same gender. 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. **Content Creation:** Assist in creating content for digital and print communication channels including social media posts, blog articles, newsletters, press releases, and promotional materials. This may involve conducting research, drafting copy, and formatting content using relevant software tools.
 2. **Social Media Management:** Support the management of the organization's social media accounts by scheduling posts, monitoring engagement, and responding to comments and messages. Help brainstorm and implement creative ideas for social media campaigns to increase audience reach and engagement.
 3. **Media Monitoring:** Monitor news outlets, social media platforms, and online forums to track mentions of the organization and relevant industry topics. Compile media coverage reports and assist in analyzing media trends to inform communication strategies.
 4. **Graphic Design:** Assist in creating visual assets such as graphics, infographics, and presentation slides to accompany written content. Use design software tools to develop visually appealing materials that align with the organization's brand guidelines and communication objectives.
 5. **Event Support:** Provide logistical support for events, meetings, and conferences organized by the communications team. This may include coordinating event logistics, preparing materials, assisting with setup and teardown, and interacting with participants and vendors.
 6. **Administrative Tasks:** Assist with general administrative duties such as maintaining communication databases, organizing files, scheduling meetings, and responding to inquiries via phone or email. Help ensure efficient workflow and communication within the communications department.
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Experience

1. Be willing to work on other projects besides Communication.
2. Work with Student Missionaries
3. Work with Pastor Tenorio on the vision for marketing with Missions

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

[Needed by Non US Citizen only](#)

Interview		Orientation	
Phone Interview Required?	No	Orientation on Site?	Yes
Signed Agreement Required?	Yes	Orientation Stipend?	Yes

Travel Advisory

Guam

1 Exercise normal precautions