

SM Human Resources for GMM - Guam

Call ID: NAD-GUMM-000600-2025

Where: Guam, Guam

When: Aug 1, 2025 - Jun 1, 2026

Summary

The Human Resources SM manages all aspects of human resources, including talent acquisition, helping contract applicants who want to serve in Micronesia, and managing GMM's HR information system, BambooHR.

Destination

Guam Guam

Term

Long-Term, 10 - 12 months, Aug 1, 2025 - Jun 1, 2026

Position

Type: Administration, 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.
-

Experience

- Must be a baptized Seventh-day Adventist member
- Must be a university student
- Work closely with the President
- Be willing to venture into other projects that may not be HR 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	Aug 1, 2025		

Visa Travel Details

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

Phone Interview Required?	Yes
Signed Agreement Required?	No

Orientation

Orientation on Site?	Yes
Orientation Stipend?	Yes

Travel Advisory

Guam

1 Exercise normal precautions