

SM Education Director's Assistant

Call ID: NAD-GUMM-000601-2025

Where: Guam, Guam

When: Aug 1, 2025 - Jun 1, 2026

Summary

The Education Director's Assistant provides comprehensive administrative support and performing some clerical work. They may also assist in the development and implementation of educational programs. This role ensures smooth operations and efficient execution of the director's initiatives.

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

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Experience

- Must be a baptized Seventh-day Adventist member
- Must be a university student
- Work closely with the Education Director and President
- Be willing to venture into many types of projects

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](https://www.cdc.gov/travel/health-recommendations/) 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