

# GMM Office Assistant

Call ID: NAD-GUMM-000794-2026

Where: Hagatna , Guam , United States

When: Jul 28, 2026 - Jun 4, 2027

## Summary

Provides communications and administrative support through social media management, content creation, website updates, records management, and general office and event coordination. Target age range: 18-25.

## Destination

Hagatna , Guam United States

## Term

Long-Term, 10 - 11 months, Jul 28, 2026 - Jun 4, 2027

## Position

Type: Communications / Media, Total People Required: 2, Target Age: College (18-25)

## Finances

Cost: \$0.00, Monthly Living Allowance: \$700.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

## Lodging & Food

Lodging: Shared apartment unit, features: air-conditioned rooms for year-round comfort in our tropical climate, free high-speed internet to support studies and stay connected with family, beds and bedding for a restful sleep, an attached kitchen and private bathroom for easy daily living, free laundry facilities available on-site.

Food: Volunteers are responsible for their own meals.

Restrictions:

This is a call for single volunteers only. There are no child accommodations.

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

## Health Notes

Health clearance required.

Go to [www.cdc.gov](http://www.cdc.gov) and click on travelers' health and choose your destination recommendation.

## **Dress**

Acceptable:

Modest attire; smart casual.

Unacceptable:

Tight, short, or sheer clothing. No jewelry. Extreme hairstyles.

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## **Duties**

Duties

- Manage GMM social media accounts (content creation, scheduling, engagement)
- Photography and videography of mission events, programs, and stories
- Website content updates and maintenance
- Develop and curate visual and written content that tells the story of the mission field
- Assist with policy review, research, and development
- Support corporate governance matters (document preparation, filing, tracking)
- Organize and maintain institutional records and files
- Answer phones and greet visitors
- Process mail and correspondence
- Schedule meetings and manage calendars
- Data entry and file management
- Run errands and assist with event setup/logistics
- Other duties as assigned

Qualifications/Characteristics

- Enrolled in or on leave from an NAD-affiliated Adventist institution
  - Strong written and verbal communication skills
  - Demonstrated tech savviness and willingness to learn new platforms
  - Commitment to the mission and values of the Seventh-day Adventist Church
  - Ability to work independently and take initiative
  - Flexibility to assist with other office tasks as needed
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## **Experience**

- Completed at least two years of college
- Preferred: experience with social media management, photography/videography, or web content tools
- Preferred: coursework or interest in business, public administration, pre-law, or related fields

## **Education**

2-Yr College

## **Education Concentration**

Not Specified

**Languages**

English (fluent)

**Trade Skills**

Any

**Host**      « Private »

**Host Contact** « Private »

**Travel Documentation**

**Travel**

Destination City      Hagatna , Guam      Destination Airport      Antonio B. Won Pat International Airport (GUM)

**Medical**

Required Inoculations      (not set)      HIV Clearance Required?      No

Medical Recommendations      [For the latest requirements and recommendations go to www.cdc.gov](http://www.cdc.gov) and click [Travelers' Health](#), then choose your destination recommendation.

**Visa**

Visa Required?      No      Visa Type (not set)

Visa Application By      (not set)

Work Permit Required?      No

Work Permit Application By      (not set)

Police Clearance Required?      Yes

Child Protection Required?      Yes

Send Documentation To      [avs@gmmsda.org](mailto:avs@gmmsda.org)

Documentation Deadline      May 31, 2026

Visa Travel Details

(not set)

**Interview**

Phone Interview Required?      Yes

Signed Agreement Required?      Yes

**Orientation**

Orientation on Site?      Yes

Orientation Stipend?      No

**Travel Advisory**

## United States

**1** Exercise normal precautions