GMM Office Assistant

Call ID: NAD-GUMM-000857-2026
Where: Hagatna , Guam , United States
When: Jul 26, 2027 - Jun 9, 2028

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 26, 2027 - Jun 9, 2028

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 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.

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

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 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		
Documentation Deadline	May 31, 2026		

Visa Travel Details

(not set)

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

Travel Advisory

United States