

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 SkillsAny

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

Phone Interview Required?	Yes
---------------------------	-----

Signed Agreement Required?	Yes
----------------------------	-----

Orientation

Orientation on Site?	Yes
----------------------	-----

Orientation Stipend?	No
----------------------	----

Travel Advisory

United States

1 Exercise normal precautions