

J O B O P E N I N G

LMS Coordinator / Welfare Self-Reliance Mgr

Micronesia Guam Service Center



Your Talents,
His Work

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Responsibilities (Leader and Member Support Coordinator):

- Responsible for training leaders regarding essential temporal affairs services and resolving their needs in a timely and thorough manner.
- Responsible to Identify opportunities to improve service levels in a simple and affordable way, and coordinate with functional managers to implement change.
- May be responsible for legal representation within a country, government relations, and some functional responsibilities.

Responsibilities (Welfare and Self-Reliance Manager):

- Responsible for assisting priesthood leaders in implementing/maintaining the welfare & self-reliance initiative in their stake. Consult with and receive direction from the stake president on welfare & self-reliance goals and objectives and needs.
- Assist Area Humanitarian Specialist as project manager of humanitarian projects by planning, executing, and evaluating humanitarian projects. Assist Area Education Specialist by coordinating English and Pathway Connect in the country. Assist in Family Services coordination in the country.

Qualifications:

- Current temple recommend.
- Relevant bachelor's degree required; master's degree preferred.
- 10+ years of robust and proven work experience in relationship management or customer experience.
- Excellent communication and customer service skills.
- Ability to conduct and analyze customer satisfaction research.
- A knowledge of Church organization and how to effectively work with different departments, divisions and other stakeholders both in the area and at Church headquarters would be helpful.
- Experience with CRM.
- Ability to speak and write in English.

Job Information:

- Job type: Full-time
- Location: Guam
- Salary: Follows Church policy
- Starting date: Negotiable
- Deadline: March 15, 2024 (candidates may be interviewed or hired prior to the deadline)

Application:

- Please submit your resume from QR code right below or:
<https://careerssearch.churchofjesuschrist.org/Public/Search.aspx>
- Your personal information will be used for the Church's selection process.
- If you have any questions, please contact Sho Andrus (andrusas@churchofjesuschrist.org).



How to Apply

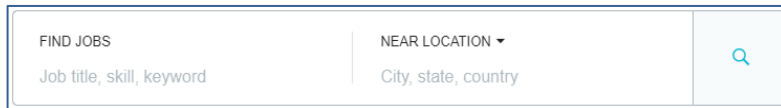
1. Prepare your Church Account

- In order to obtain a Church Account free of charge, please access account.churchofjesuschrist.org, and click “Register for a Church Account.” You will be required to enter your membership record number (which can be obtained from your ward clerk) and birth date.

2. Access the Church Employment Webpage

- <https://careerssearch.churchofjesuschrist.org/Public/Search.aspx>

3. Enter the Job Posting ID of “360853” in the FIND JOBS box and click “”

FIND JOBS Job title, skill, keyword	NEAR LOCATION ▾ City, state, country	
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4. Select the applicable position from the search results, and click “Apply Now”

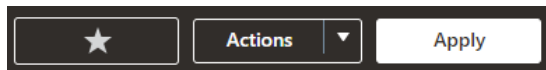
- When multiple positions are available, each position would require a separate application.



5. Enter your Email address and check “I agree...” box then click “NEXT”

Email Address *
<input type="text"/>
<input checked="" type="checkbox"/> I agree with the terms and conditions *
<input type="button" value="← CANCEL"/> <input type="button" value="NEXT →"/>

6. Click “Apply” and enter valid information into required fields and upload your resume to submit your application



- Complete your application by clicking “Submit” at the top right corner of the page.



1. We will contact the candidates once they have been shortlisted for the interviews

- The resumes will usually be reviewed after the deadline has lapsed.
- The Church will reserve the right to interview candidates prior to the deadline.

2. Inquiry

- For inquiries, please contact Sho Andrus (Human Resources).
- Email: andrusas@churchofjesuschrist.org
- Tel: +81-3-4545-3090