This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

### General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

**Note:** The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

### Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

This Church Service Missionary position exists to provide technical or professional expertise on new or upgraded projects or programs being developed or implemented within Church operations.

### Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- Provides the necessary professional or technical expertise in a successful manner and within the designated time frame of the project or program.
- Submits reports as required by project managers or Director's in a timely manner.
- Facilitates and / or works with fact-finding and problem-solving teams as needed.
- Trains new or existing personnel on project developments, process changes, and budget shifts.
- Conducts interviews, literature searches, and fact-finding tours to acquire needed knowledge and information necessary to a project.
- Typically this position is supervised by upper level management, such as an Operations Manager or an Assistant Director.

### Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

- As a professional, have at least a BS degree in the appropriate field of expertise and a minimum of 7 years working experience.
- As a high-level technician, have the appropriate training and a minimum of 7 years working experience.
- Requires excellent communication skills (written and verbal).
- Requires a significant level of computer skills (a minimum of the Microsoft Office suite)
- Must have a desire to serve others and work with large numbers / groups of people.