

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please 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.

Job Title	Job Code	Grade Level	Approval Date
Member Locator Specialist (GSC)	CSM		

Purposes

Church-Service Missionaries (CSMs) serve in this assignment to find members who's records have been returned to Church Headquarters. When members move without giving their ward or branch a forwarding address, their membership records are sent to Church headquarters. Without contact by the Church, some may become less-active. This assignment serves as a great opportunity to bring the gospel back into the lives of members who move and loose contact with the Church.

Responsibilities

CSMs will make telephone calls to Church members and others, using a scripted dialogue seeking address information.

Individuals and couples are needed to serve two (2) four hours shifts per week,. Calls are for from six (6) to 24 months. CSM call is performed at the Church Office Building in Salt Lake City.

Qualifications

Training will be provided.

Ability to follow instructions, write call responses accurately. Able to clearly converse and hear telephone conversations (Volume control headsets are available).

English and Spanish speakers are needed.