

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
Mission Housing Coordinator	CSM		

Purposes

This position will serve in a mission of the Church. The Church-Service Missionary (CSM) will support the mission president by assisting in the obtaining, maintaining, inspecting missionary apartments to ensure that missionary housing is adequate and meets all mission standards for cleanliness.

Responsibilities

The CSM Housing Coordinator will perform the following duties and functions as assigned:

Locates suitable missionary housing by working with wards and stakes and members as well as rental and real estate agencies. Will assist in negotiating rental agreements and contracts as necessary. May serve as the mission "point of contact" in dealing with housing sources.

May perform overall management of all mission apartments if so assigned.

Assist in securing and updating furniture and beds for mission apartments. May perform routine simple repair and maintenance as needed or will secure professional services if required.

Will schedule and perform regular inspections of missionary apartments ensuring that they are in good repair, kept clean and meet mission housing standards. May distribute cleaning supplies to apartments.

Will maintain apartment inspection and maintenance records as required.

Will perform other administrative duties as assigned by the mission president or his representative.

Qualifications

Possess a valid drivers license. Ability to work with others to reach agreements or understanding. This includes working with mission leaders, missionaries and apartment owners or agents. Willingness and ability to teach and coach missionaries in maintaining a clean, well maintained apartment.

Ability to perform minor maintenance and repair functions on apartments as needed.