

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
Vineyard Project Coordinator	CSM		

Purposes

In The Human Resource Department: The Church-Service Missionary (CSM) will provide support to the project management team by coordinating activities and resources that contribute to the success of this project. The Vineyard Project is designed to provide using departments a ready resource of "work from home" volunteers to provide personal computer support to using departments.

Responsibilities

The CSM will assist with the development and maintenance of Vineyard Project schedules which include administrative tasks and all sites involved in the Project. Will coordinate meetings and travel arrangements. Prepare and/or edit meeting minutes; be responsible for tracking project changes and produce site updates under the direction of the Program Manager and the Community Development Manager.

Provide logistical support for all project training meetings, seminars and workshops. Review dates and information generated by the Project's implementing agencies and prepare information materials for briefing and review sessions. Attend meetings as requested.

Assist in plan and specifications analysis in order to provide clear, trackable and coordinated interpretations of the design/drawings for construction.

Qualifications

CSM will need: basic project management skills. Be organized and able to work in a fast paced environment; have basic experience with Microsoft Office Suite, advanced skills preferred. Ability to multi task; have technical aptitude, including researching information on the internet using standard search engines and basic knowledge of using social media tools such as Facebook, Twitter and LinkedIn.