

Workforce Role Description

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.

Job title	Job code	Grade level	Approval date
Coord, Communications & Training	10908		07-07-2011

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.

To provide various types of communications to support the Church-Service Missionary Program in order that coordinators and others have the necessary communications and that they receive adequate training in order to successfully administer their stewardship.

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.

The Coordinator, Communications & Training will be part of the CSM Program management team and will assist in the administration of this program by taking the lead in developing various forms of communications and training material. This coordinator will be responsible for the monthly publication of the Church-Service Missionary (CSM) newsletter and other written communications as requested by the Director of the CSM Program. The coordinator will develop other written material such as guidebooks and training material. Will work with other Church departments such as Correlation in the preparation, approval and production of all CSM content. Updates the CSM Intranet website. Takes a leading role in developing and presenting training to CSM Coordinators and others as assigned.

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.

This CSM opportunity requires someone with excellent writing, teaching and communications skills. Good computer skills in Microsoft Word, Power Point and Outlook (email) as well as using the internet. Ability and willingness to learn new computer skills as needed. Interaction design or Architecture skills are a plus but not required. CSM will need to enjoy interacting with and teaching others. Strong organizational skills are important. A basic sense of graphic design will be helpful.