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.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job code</th>
<th>Grade level</th>
<th>Approval date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSM Program Coordinator</td>
<td>10924</td>
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<td>07-07-2011</td>
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</tbody>
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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.

Assists the Church-Service Missionary (CSM) Program Director and the Operations Manager in administering the overall CSM Program by ensuring that the following duties and responsibilities are accomplished in a timely manner.

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.

CSM Program Coordinator's prime responsibilities include (may be shared between a couple or two single Church-Service Missionaries), functions as the Webmaster for the Church-Service Missionary Website on lds.org. This includes posting CSM opportunities on the website and making needed updates and information changes. Process CSM calls, releases and extensions including entering data into the system. Sending out Mission calls and release letters to stake presidents. Answer questions and concerns about policy, procedures and systems from CSM Group Coordinators (throughout North America), priesthood leaders, Church department management and Church members. Lead in the preparation of the Annual Worldwide Statistical Report of Church-Service Missionary and Volunteer Activity. Perform research and analysis related to the CSM Program. Providing training and support to CSM Coordinators throughout North America as well as the developing worldwide program.

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.

CSM needs to have the ability to multitask; Good to excellent computer skills including experience with email, Microsoft Word, and Excel. Excellent communication and interpersonal skills. Previous Church leadership experience; Familiarity with Church policies and procedures. Able to train others and to make presentations and to work with diverse groups including priesthood leaders at all levels.