

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
Employment Center Manager	10707		05-21-2011

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.

The position of Employment Center manager exists to direct and coordinate all LDS Employment Resource services work for a defined geographic area; also to build productive relationships with Church and community members which will lead to career self-reliance of Church members.

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.

Acting under direction from LDS Employment Resource Services:

- Develop and cultivate contacts and relationships of influence with employers, educational, self-employment and other community resources (30-40%)
- Partner with local Church leaders, consult and advise on how to assist members in need of employment related services and resources (15-20%)
- Manage operations of the employment service center, including training and supervision of center missionaries/volunteers (10-15%)
- Serve as employment coach, providing encouragement, counsel, conducting training workshops and skill building In all aspects necessary to help individuals become career self-reliant. (10-15%)
- Provide assistance in necessary office support depending upon size and scope of the specific LDS Employment center (5-10%)

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.

Moderate level of computer literacy and comfort level in learning/applying new technologies.

- Recommend 7 to 10 years experience, including demonstrated success working with managers, entrepreneurial start-ups, sales, marketing, educational leadership/administration or other business development roles.
- Demonstrated ability to train large groups of people and to develop, coach and successfully advise other people. Ability to interact with people of diverse backgrounds and invite others to take action.
- Church leadership experience including application and understanding of welfare principles, with ability to properly influence Priesthood and Relief Society