

Items Needed for New or Relocated ERC

Center Checklist

Please send all of the following information to ldsjobs@ldswelfare.org

Church Directory of Organizations and Leaders and Unit

- Center Name
- Local name of the center (in the local language)
- Address
- Phone, fax, cell numbers
- E-mail address
- Stakes/Districts that should be tied to this center
- Center tied to which Area Welfare Office
- Name, MRN, and cell phone number of Manager
- Name, MRN, and cell phone number of Associate Manager

Latitude/Longitude

- GPS coordinates

Center Photo

- Original photograph of the center
- CWUL from photographer or Employee ID number of staff member who took the photo

Contact List

- Manager and Associate manager e-mail addresses

E-mail request— *Center Standard:* wel-ec-centerlocation@ldschurch.org

- Domestic: send an e-mail to ldsjobs@ldswelfare.org with the name of the person or center
- International: send an e-mail to the local TSR team requesting an e-mail for person or center

New or relocated Employment Resource Center—Instructions for Centers

When a new Employment Resource Center is created, or one is relocated, the following needs to be updated:

❖ Church Directory of Organizations and Leaders and Unit #

✚ Center Information

- Name of the center and the volunteer/professional centers it should be tied to
- Address
- Phone, fax, cell numbers
- E-mail address
- Stakes/Districts that should be tied to this center

✚ Manager

- Name and MRN of the manager
- Cell phone number

✚ Associate Manager

- Name and MRN of the associate manager
- Cell phone number

❖ Latitude/Longitude

- ✚ Send the coordinates for the center
- ✚ Either use a GPS to find the coordinates or download GoogleEarth (earth.google.com)
- ✚ Enter the center address
- ✚ Find the correct building and click on it
- ✚ When the location you want is in the center of the map, look at the bottom of the screen. The latitude/longitude coordinates will be there.
- ✚ Copy and paste them and send them to ldsjobs@ldswelfare.org
- ✚ Staff will send an e-mail to Natalie Ross with the name of the center as well as its address and coordinates. She will create a name for the center in FMAT and input the coordinates.

❖ Center photo

- ✚ Each center needs a photo that will be posted on LDSJobs.org
- ✚ The center photographs can only be posted by someone at Church Headquarters and require intellectual property (IP) clearance.
- ✚ Photo requirements:
 - Make the photo appealing so it will help individuals feel comfortable visiting the center.
 - Do not include people.
 - Do not include objects or buildings that have visible logos, brand names, or company names
 - The photo should be at least 3 megapixels
 - The photo should be saved in .jpg format
- ✚ Photographer requirements:

- If the photo is taken by an LDS employee, we need their name and ID number
- Otherwise, the photographer must sign the Creative Works Release form (found in the documents section of the Staff Help Site.)

✚ Submitting a photo:

- Send the photo and the signed release form to ldsjobs@ldswelfare.org

❖ E-mail Request

✚ *Domestic Only:* For personal or center e-mails, send an e-mail to ldsjobs@ldswelfare.org with the name of the person or center

- Staff will send the e-mail request to ICS Global Services

✚ *International only:* Send an e-mail to the local TSR team requesting an e-mail for the person or center.

✚ E-mail policy is for all centers to have a similar e-mail format (ie. Wel-ec-centerlocation@ldschurch.org).