

## Employment at Mission Waco

How to Apply:	Submit resume to <a href="mailto:personnel@missionwaco.org">personnel@missionwaco.org</a> OR send to attn of "Personnel" by fax 254-753-4909 or mail to 1315 N. 15th Street, Waco, TX 76707. (Resumes preferred, but alternatively you may come by the main office at 1315 N. 15th and request an application.) <u>Please indicate the job title(s) in which you are interested.</u> All resumes or applications will be reviewed and forwarded to the appropriate program director for further review, and we will contact selected applicants for interview. Due to staff schedules and responsibilities you may not be contacted if you are not selected. All positions will be posted on the website for at least 5 (five) days. Recruiting may extend beyond web posting.
Who can apply:	Our goal is to develop a diverse and qualified applicant pool. Mission Waco, Mission World, Inc. will attempt to fill each vacancy with the best available qualified candidate; MWMW (a Christian "faith-based" 501c3) however, does retain the right to establish religious preference as a qualification for employment and as an employment preference and in employment decisions. Otherwise, CCE is committed to providing equal employment opportunities and will not otherwise discriminate against any employee or applicant because of race, color, sex, age, national origin, veteran status, handicapped conditions or any other reason prohibited by the fair employment laws. Current employees of Mission Waco, Mission World, Inc. are eligible to apply for open positions. Relatives of employees or board members will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters -- however there are some restrictions due to conflict of interest with regard to hiring decisions and supervision that must be approved by the Personnel Committee and fully disclosed to the Board of Directors. Any staff or board member cannot have any interest or acquire interest, direct or indirect, which would conflict with the performance of any federal, state, or local grant.

### Current Job Listings as of 8/2/17 -- please scroll down for further information:

Program Asst - Youth  
 Men's House Manager - Transitional Housing  
 Program Staff (part-time, as needed) - Special Events  
 Tech Support Staff (part-time) - All Programs

Job Title	Dept	Web Posting Status	Estimated Start Date	Purpose	Qualifications/Responsibilities	Salary/Wage - Hours
Program Assistant / Behavioral Specialist	Youth	Posted 8/2/2017	8/28/17	Provide engaging, empowering and supportive Christian-based holistic program and environment for inner-city teens. Report to Youth Program Director.	Summary: Plan, direct and implement dynamic program and activities for and with teens and volunteers (example: dance, art, poetry, current issues, college prep, afterschool tutoring, relationships, etc.). Recruit, train and guide volunteer staff/leaders. Administrative reporting, forms, etc. Parent/family interactions. Supervise and train any volunteer or Work-Study staff who work with youth programs. Preference given to mature Christian college graduate with experience with inner-city teens and issues. Preference given to person eligible to drive Mission Waco vehicles (21+ yrs old; good driving record). Other details avail in complete job description.	20 hrs/wk. May hire 1-2 people to utilize those hours. Hourly wage based on experience and Mission Waco budget.
Men's House Manager	Transitional Housing - Men's House (Gorman)	Posted 5/18/17	Immediate	Provide Christian faith-based transitional housing for adult residents (single only - no family units) coming out of My Brother's Keeper shelter or other approved homeless situations. Residents do not have to be Christian to participate in the program, but will understand the program is Christian faith-based. Reports to Housing Manager and/or Programs Director.	Qualifications: Mature Christian with relationship building skills needed to assist with informal mentoring in areas of spiritual formation, life skills, community living, accountability, etc. Experience working with people who have been homeless or in need of rebuilding areas of life stability; self-motivated; good work ethic; good people skills and communication skills. Responsible for: <ul style="list-style-type: none"> <li>• Creating a chore list and making sure chores are done.</li> <li>• Weekly inspection of Men's House.</li> <li>• Report any concerns or issues with participants to Housing Dir./Program Dir.</li> </ul>	Housing (private room) provided on-site for single male (utilities not included).
Program Staff	Special Events at Jubilee Theater and Meyer Center	Posted 5/8/17	On-going; As needed	Mission Waco's Jubilee Theater hosts numerous outside groups who rent the theater for concerts and other activities. Mission Waco's Meyer Center sanctuary is rented for weddings and other events. Special Events staff will provide technical assistance.	Knowledge of or ability to learn sound equipment operation and troubleshooting. Good communication skills for working with people from variety of backgrounds, as well as coordinating with other Mission Waco staff. Willingness to help with clean up or other duties.	\$10-18/hr depending on experience. Hourly wage. Schedule based on need per event scheduled -- some are one-time events, some
Tech Support Staff	Tech - all programs	Posted 4/7/17	Availability	Technology support for all computers, networks, servers, etc of Mission Waco, including computer labs.	Assist Programs Director as needed in areas mentioned. Computer and network troubleshooting experience needed. Good communication skills, people skills and work ethic.	Part-time. About 5 hrs/wk, plus other hours as needed for special projects or emergencies.