

Employment at Mission Waco

How to Apply:	Submit resume to personnel@missionwaco.org 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 1/29/18 -- please scroll down for further information:

Cook - World Cup Cafe
 Maintenance Staff - Operations
 Front Desk Social Services - Meyer Center
 Social Worker - part-time - Ark Apartments
 Men's House Manager - Transitional House
 Program Staff/Groups - Groups

Job Title	Dept	Web Posting Status	Estimated Start Date	Purpose	Qualifications/Responsibilities	Salary/Wage - Hours
Cook	World Cup Café	Posted 1/29/18	Feb 2018	<p>The "World Cup Cafe" is located in Jubilee Center, and offers food service and fair trade gift items for the public while training our participants in the food service industry. This venue is designed to bring economic development to the blighted area of North Waco, support global efforts against poverty through sell of fair trade items, and to help lower income and marginalized persons develop pre-employment and job specific skills which lead to liveable wage employment.</p> <p>World Crafts Fair Trade Market sells products that provide sustainable income to various people groups around the world.</p> <p>All positions report to Cafe Manager.</p>	<p>Experienced cook needed. Prefer someone who can work as part of team, including volunteers and job skills trainees who help in the café.</p> <p>Food Handlers certificate and experience in commercial kitchen. Food Service Manager certificate is a plus, or willingness/aptitude to get it.</p>	<p>Part time position - 16 hrs/wk. Hourly wage based on experience and Mission Waco budget. Possibly more hours available.</p>

Maintenance Staff	Operations	Posted 1/22/2018	Feb 2018	Work with Maintenance Coordinator and Associate Executive Director to implement maintenance and security needs of vehicles and multiple properties including offices, retail, program centers and residential units. Report to Maintenance Coordinator.	Qualifications: Skills and/or aptitude to perform or oversee others in various maintenance areas such as basic plumbing, construction, lawn maintenance, vehicles, security, event preparation, and other needs of the organization. Person of integrity and honesty. Self-starter with accountability. Ability to empower, motivate and organize volunteers to help with many tasks. Ability to work within budget and look for ways to save money. Organizational skills and mechanical aptitude to maintain equipment and tools. Good driving record and qualified to be on Mission Waco van driving list required -- and experience pulling a trailer is a plus. Physically able to lift up to 50 lbs. Basic computer skills/aptitude to communicate effectively using technology (email, maintenance software platform). Preference for mature Christian with some familiarity with Mission Waco Mission World. Responsibilities: Run volunteer crews regularly. Maintain supplies needed for maintenance and other work projects. Make security rounds. General maintenance on all properties. Other duties as requested by management.	Up to 30 hrs/wk. Hourly wage based on experience and budget. Extra hours available during spring break, summer weeks and/or when work groups are here. OPTIONAL: If applicant has IT experience (PC troubleshooting, PC software maintenance), then more hours/week may be available.
Support Staff - Front Desk	Meyer Center - Social Services Walk-In Center	Posted 1/18/18	As soon as possible	Meyer Center walk-in center provides various types of assistance to adults who are homeless or low-income. Walk-in center assistance includes showers, laundry, meals, social worker/counseling appts, some benevolence, etc. Report to Meyer Center Director	The position is primarily created to bring order and consistent services to those who come through the N. 13th Street entrance seeking help -- Front Desk. Qualifications: Strong personality that is able to work with people from all walks of life, and be kind and compassionate. Good organization skills. Able to function well in difficult situations and conversations. Computer skills, multi-tasker, able to supervise volunteers in a fast-paced environment. Mature Christian with desire to serve with the poor and marginalized preferred. Responsibilities: 1. Create a consistent intake process for all participants to access the services they need 2. Take photos for HMIS I/D's 3. Enter new participants into HMIS 4. Write clothing vouchers 5. Coordinate and supervise volunteer responsibilities 6. Manage the front lines by supervising Shelter sign-up desk 7. Screen clients for case work appointments 8. Document service transactions 9. Answer phones 10. Enforce policies 11. Monitor cleanliness of public common areas, (assign chores if needed) 12. Other duties as assigned by Associate Executive Director	Current opening: Saturday = 4 hours each Saturday, roughly 6:15-10:15am. Will consider hiring two people to rotate Saturdays. Hourly wage.

Social Worker - part-time	Ark Apartments	Posted 1/18/18	Available immediately	The Ark Apartments, a program of Mission Waco, is an diverse Christian-living community. Residents come from diverse walks-of-life, income, education, etc. There are 18 units. Ages range from children to senior citizens, and include families and single adults.	<p>Qualifications: Mature Christian with skills, education and experience to support diverse Christian community. Education and/or experience in field of social work preferred. Life call to serve the poor and marginalized a plus.</p> <p>Responsibilities: Meet individually with Ark residents (diverse Christian living community) 2-3 times/year to develop Life Plans for wholistic life goals (spiritual, vocational, relational, physical, emotional, etc.). Help with creating and follow up for Community Care Plans when needed with residents (setting specific goals with resident for chronic or crisis situations and providing accountability). Evaluate sliding scale housing fees for residents based on their income. Coordinate (regarding resident needs) with other Mission Waco staff as needed. The community prefers that this person not live at the Ark.</p>	Hourly wage based on applicant's education and experience and Mission Waco budget. Average 5-10 hrs/wk depending on needs. Schedule depends on resident availability, and will include weekday and evening hours, and occasionally on weekends.
Men's House Manager	Transitional Housing - Men's House (Gorman)	RePosted 12/12/17	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.	<p>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.</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Creating a chore list and making sure chores are done. • Weekly inspection of Men's House. • Report any concerns or issues with participants to Housing Dir./Program Dir. 	Housing (private room) provided on-site for single male (utilities not included).
Program Staff/Groups	Mobilizing	Posted 1/29/18	as needed	Mission Waco hosts visiting work groups (children, youth, college, adults) who either come for one-day projects or stay in the dorm for "work weeks". Our goal is to "mobilize" these groups to desire/practice a compassionate response to the needs of the poor in their lives and churches, and this is done through the venue of service and/or relational projects.	Some college or degree preferred. Life call to serve the poor and marginalized preferred. Ability to lead, instruct, motivate and teach group as needed. Maturity and communication skills needed to work with a variety of people. Knowledge of or familiarity with light maintenance, cleaning, yard work, and construction skills a plus. Experience in troubleshooting a plus. Schedule will vary depending on group schedules -- weekday, week nights, weekends. Some are one-day or part-day events throughout the year. Others are multi-day -- generally during February, March, late May, June, July, early August. More than one person may be hired to cover needs.	\$8-10/hr depending on experience and assigned work. Hourly wage. Temp position -- Schedule based on need per event scheduled.