

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, or see printable application at http://missionwaco.org/wp-content/uploads/2018/09/Employment-application.pdf .) <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 4/24/20 -- please scroll down for further information:

Finance Director - Admin
 Maintenance Coordinator - Operations
 Jubilee Theater Manager - Creative Arts
 Program Staff/Creative Arts - Creative Arts (Art)
 Customer Service Rep (Cashier) - Jubilee Food Market
 Various Staff Positions - World Cup Cafe

Job Title	Dept	Web Posting Status	Estimated Start Date	Purpose	Qualifications/Responsibilities	Salary/Wage - Hours
Finance Director (start as Associate Finance Director with potential to become Finance Director mid-August 2020)	Administration	Posted 4/24/20	As early as May 2020	The Associate Finance Director will assist in leading the financial team in carrying out all aspects of Mission Waco's financial operations. Opportunity for advancement. Reports to Finance Director and Associate Executive Director-Operations..	Qualifications/Responsibilities – The Associate Finance Director should have a background in accounting or management with strong accounting skills. The qualified candidate will have knowledge of non-profit accounting and grant management. The candidate should be well organized and capable of keeping track of and meeting deadlines and be able to work independently. Mission Waco is a Christian faith-based 501 (c) 3 and prefers a person who is called to serve in an urban ministry setting. The Associate Finance Director will assist the Finance Director in managing the accounting operations of Mission Waco. Duties will include tasks such as producing monthly financial statements, preparing tax and other reports as required by law and interested parties, interacting with program directors concerning the finances of their particular programs, providing support to accounting clerks in day-to-day activities, managing the accounting software, payroll, bank reconciliations and checking ledgers and making adjustments, and participating in budget development. With regard to advancing to the Finance Director role in mid-August 2020, a qualified candidate is preferred to be a CPA.	Full-time with benefits per Mission Waco personnel policies (ins, paid time off, paid holidays). Salary to be discussed per experience and Mission Waco budget.
Maintenance Coordinator	Operations	Updated 4/24/20	May 2020	Work with Maintenance Director 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 Director.	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/ability 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.	Full-time with benefits 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 those tasks may also be occasionally included.

Jubilee Theater Manager	Creative Arts	Updated 4/24/20	Possibly late summer (depending on COVID-19 restrictions)	The Jubilee Theatre manager is responsible to oversee, plan, promote, train, fundraise, direct, engage volunteers and the community in meaningful, performing arts in a Christian atmosphere.	<p>Responsibilities: 1. Plan, promote, and oversee several plays and activities thru year, particularly those which evoke themes, which engage audiences to deeper thoughts and questions about life and social justice. 2. Promote/oversee performing arts for the community and especially the lower income population of Waco, including MWMW Inc.'s Children/Youth Programs. 3. Promote/organize Theatre rental contracts. 4. Promote/organize two summer theatre camps. 5. Supervise maintenance, cleanliness, technology, and safety standards. 6. Develop/oversee budget. 7. Attend meetings and collaborate with Staff. 8. Other duties as assigned. 9. Report incidents in a timely manner.</p> <p>Qualifications: 1. 3-5 years exper teaching/acting (1 yr minimum). 2. Basic or Advanced understanding of Christian Community Development principles/philosophy. 3. 3-5 years acting/performing and/or directing (1 yr minimum). 4. Bachelor's Degree (high school diploma/GED minimim) 5. Communication skills: excellent interpersonal skills – able to communicate appropriately and compassionately under pressure. Represents MWMW's values with all program participants. 6. Wise/mature Christ-follower; strategic thinker; have solid financial and organizational acumen. 7. Able to keep flexible hours. Some lifting (50lbs). Able to serve in a fast-paced, high-pressure environment.</p>	25 hrs/wk, plus 40 additional hours per production (8 productions/320 hrs max annually), and total of 40 hrs/wk per Summer Camp
Creative Arts staff	Creative Arts	Updated 4/24/20	Fall 2020 (depending on COVID19 restrictions)	<p>General Summary: To teach the arts in the area of Art, Music, and/or Dance as a part of the Afterschool Programs for Children and Youth here at Mission Waco, and potentially for adult program participants such as Manna House (men's residential recovery) and My Brother's Keeper (emergency shelter for adults). Work together to provide the Creative Arts Showcase at the end of each semester. And possibly provide Creative Arts Camp during the Summer. Immediate Supervisor: Associate Executive Director of Programs</p> <p>Tasks also assigned by: Director of Youth and Children Programs, Executive Director</p>	<p>RESPONSIBILITIES 1. Recruit students from the Children/Youth Programs to learn art, music, and/or dance for your perspective field. Collaborate with other staff (theatre, art, music, and dance) for performances, camps, and productions. 2. Supervise or work with volunteers /interns assisting with classes. 3. Promote/oversee art, music, and/or dance for Mission Waco Youth/Children Programs, and potentially the lower-income population of the Waco Community. 4. Maintain cleanliness and safety of facilities 5. Work with supervisors to develop/oversee budget, and help seek funding resources. 6. Attend Creative Arts Staff meetings, and collaborate with other staff as requested.</p> <p>REQUIREMENTS: Minimum 1 year exper in art, music, and/or dance. (Prefer 3-5 years) Minimum 1 year of performing or training in art, music, and/or dance. (Prefer 3-5 years). High School Diploma or GED required. Prefer Bachelor's Degree or certification in skilled art, music, and/or dance. Must have interpersonal skills – able to communicate appropriately and compassionately under pressure. Represent Mission Waco's values with all program participants. 3. Must be able to work well with children and youth. 4. Must be a strategic thinker.</p> <p>Other: Able to keep flexible hours. Some light lifting (25lbs). Ability to serve in a fast-paced, high-pressure environment.</p>	<p>Part-time. Hours Per week for each job: Art – 8hrs, Dance – 8hrs. \$10-12/hr depending on experience.</p> <p>9/9/19: Music Instruction hours previously posted have been filled.</p>
Customer Service Representative (Cashier)	Jubilee Food Market	Updated hours of operation 4/24/20	On-going; As needed	<p>Jubilee Food Market provides basic food and other items through retail grocery store in urban food dessert of North Waco.</p> <p>Reports to Jubilee Food Market Store Manager.</p>	<p>Provides customer service by greeting customers, assisting them in selecting and locating merchandise, and completing their transactions. Answers customer questions regarding the store and its merchandise. Under direction of Store Manager, assists in maintaining appearance of store and assists in unloading, stocking, restocking in order to facilitate customer-shopping needs. Physical Requirements: Prefer the ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height and adequate fitness level to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation. Availability: Ability to Work a flexible schedule to include days, evenings, weekends and holidays. Critical Skills and Organ. Competencies: Availability: Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays. Critical Skills: Customer Focus: Provides respectful customer service and focuses on providing continuous improvement to the in-store experience. Developing Potential: Able to recognize and communicate/coach developmental opportunities in self and in others. Results Driven: Pushes self and others to meet/exceed established results. Strong Organizational Skills: Able to perform multiple activities successfully, establishes clear goals and objectives and is effective at managing time/priorities.</p>	<p>Hourly wage. Part-time.</p> <p>STORE HOURS DURING COVID19 RESTRICTIONS: 9am-6pm Mon-Sat; 11am-6pm Sun.</p>

Various staff positions: Cook, Wait Staff, Kitchen Helper	World Cup Café	Updated hours of operation 4/24/20	On-going; As needed	<p>The "World Cup Cafe" is located in Jubilee Center, and offers food service and fair trade gift items for the public and participating in the redevelopment of the N. 15th & Colcord neighborhood. 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 our job training program participants develop pre-employment and job specific skills.</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>Positive attitude, desire to serve and provide quality product/service to the public, flexibility and willingness to learn, honest. Restaurant or kitchen experience a plus. Must have or be willing to get Food handlers certificate, and food manager's certificate is required for some positions.</p>	<p>Café is typically open 7am-2pm, Mon-Fri, 8am-2pm Sat. HOWEVER DURING COVID19 RESTRICTIONS it is 8am-2pm Mon-Sat.</p> <p>Occasional afternoon, evening or weekend hours for catering or special events.</p> <p>Fair trade market and coffee/internet is typically open Mon-Fri, 2-5pm - however hours may vary depending on COVID-19 restrictions. Wage depends on position.</p>
---	-------------------	---	------------------------	---	--	--