

**MISSISSIPPI BOULEVARD CHRISTIAN CHURCH
VACANT POSITIONS**

HVAC TECHNICIAN – Position will perform a wide variety of skilled tasks involved in the maintenance and repair of ventilation, heating and air conditioning units related to the care and maintenance of all buildings and facilities. Will inspect air-conditioning units to ensure efficient operation; perform regularly scheduled maintenance on heating and cooling units; change filters; adjust and maintain internal electronic control systems; cleans coils and blowers and checks motors and belt tensions; maintains maintenance records as required. Performs other duties as required for upkeep of HVAC systems. Must have a heart for God and a servant's attitude.

Minimum Requirements: Requires 2-3 years of HVAC experience. Must be familiar with principles and practices of HVAC maintenance and repair, hazard and safety practices common to the trade, HVAC controls and safety devices, materials and refrigerant recovery equipment and procedures used in installing, repairing and maintaining HVAC systems.

HOUSEKEEPER – Maintains rest and working areas of offices and buildings in clean and orderly condition. Performs a combination of the following tasks; dusting, sweeping, scrubbing, mopping, waxing or buffing floors; removing refuse; polishing furniture, fixtures or trimmings, and cleaning lavatories, showers or restrooms. Must have a heart for God and a servant's attitude.

Minimum Requirements: High School diploma/equivalent; at least 2–3 years experience; must be able to stand for extended length of time, handle cleaning equipment (vacuums, buffers, etc.) and lift up to fifty (50) pounds.

MARKETING/COMMUNICATIONS DIRECTOR – Position will create, implement and oversee communications programs that effectively describe and promote the organization and our products, including graphics, brochures, etc.; will oversee all print media, bulletin, etc. Will increase and maintain visibility of MBCC identity; enhance printed media, web site, screens, e-mail, electronic media, etc.

Minimum Requirements: Bachelor's degree in marketing, public relations, journalism, communications or related field. Five years experience in organizational or corporate communications with emphasis on communications analysis/planning and experience in addressing communication and media issues. Must have excellent computer skills,

verbal and written communications skills, problem solving skills; organizational, creative and human relations skills. Desktop publishing, Microsoft Office or other related software used by communicators required. Must have a heart for God and a servant's attitude.

NURSERY ASSISTANT – Will assist in caring for small children ages 0-5 in our Nursery during worship opportunities. Must have a high school diploma/equivalent and a desire to work with small children. Must have a heart for God and a servant's attitude. This is a part-time position.

DIRECTOR OF CHILDREN'S MINISTRY – This position will be responsible for creation, leadership, and vision for the ministries assigned and should have a sincere passion for children. Will provide staff leadership for the spiritual growth and development of children through Discipletown Ministry, Nursery Ministry and all children's ministries. Will recruit and train leaders and volunteers; participates in administrative meetings with staff; submits monthly reports to the Senior Associate Pastor; providing a safe, secure learning environment, assuring quality learning and developing Christian character. Must have a heart for God and a servant's attitude.

Minimum Qualifications: Bachelor's of Science Degree in Early Childhood Education, or related field; a minimum of three (3) years experience working with children; experience in administration preferred.

UTILITY WORKER – Position will be responsible for closing and securing the building each evening which includes checking all doors to ensure they are locked, turning off all lights, making equipment is secured, etc. Position may escort members/visitors to their cars, secure parking lots, etc. Position will also provide light housekeeping and other duties as assigned. Must have a heart for God and a servant's attitude.

Minimum Qualifications: High school diploma/equivalent. Two – three years experience in security or similar area. Must have a heart for working with God's people.