



WE'RE HIRING

Please submit resumes to info@tvbcsatx.org

Resumes must be submitted no later than June 15, 2023

Audio-Visual Specialist

Position Summary: Primary duties include maintaining and troubleshooting audio, video and lighting equipment; preparing and positioning audio, video and lighting equipment for broadcasts and recordings; connecting, tuning and configuring AV setups to ensure high-quality broadcasting; operating software to control AV technologies; monitoring live feeds to ensure quality.

Qualifications: The ideal candidate will have 5 years of work experience with appropriate certifications; a bachelor's degree is preferred. Technical understanding of AV and IT systems; expertise in video conferencing and broadcast systems; extensive knowledge of the architectural, cabling and control system requirements of AV technologies; proficiency in Microsoft Office; Excellent interpersonal and communication skills.

Seeking to fill 2 positions; part-time, non-exempt; flexible hours, must be available Sundays, Wednesdays, some evenings, weddings, funerals, special occasions.

Salary: TBD

Human Resource Specialist

Position Summary: The Human Resource Specialist is directly responsible for monitoring HR functions, preparing compensation packages, set up company policies, maintain updated employee records and ensure a healthy workplace by providing HR procedures. The specialist also advises supervisors and staff regarding employment regulations, policies, and practices; ensures that organization practices are in compliance with local, state, and federal requirements. The HR specialist actively participates in the development and implementation of policies and practices related to human resources management. The HR specialist supervises one Administrative Assistant. The position is part-time and is an exempt position.

Qualifications and Experience: The ideal candidate will have the following: At least 4 years of experience working in a Human Resources department, preferably in a non-profit organization. Strong knowledge of local, state, and federal employment laws and regulations. Excellent communication skills. Excellent computer/technical skills (MS Office Suite required) Ability to lift 20 lbs. Comfortable working in an open-office environment. **Salary: TBD**



Administrative Assistant

Position Summary: The administrative Assistant provides administrative support to the office and leadership staff of True Vine Baptist Church. Executes clerical and general office duties such as setting up and maintaining filing systems, typing/copying, ordering office supplies. Orders supplies, coordinate meeting logistics and deliveries. Performs a variety of administrative tasks as assigned.

Qualifications: The ideal candidate will have the following: Previous customer service experience. Display a professional and courteous attitude at all times. Excellent time management, organization, and communication skills. Proficient in office equipment, excellent computer/technical skills (MS Office Suite required), Ability to lift 20 lbs. Comfortable working in an open-office environment.

This position is part-time, non-exempt **Salary:** TBD

Treasurer

Position Summary: The Treasurer is the financial officer responsible for all financial activities at True Vine Baptist Church. Compiles information and prepares the yearly budget proposal, prepares financial and summary reports and create forecasts on future growth. Provides critical input in the development and implementation of policies and practices related to church projects. Works and reports in coordination with the accountant or accounting firm, Senior Leadership and Executive Council of the church.

Qualifications: The ideal candidate will have the following: Degree in Business Administration, Accounting, or Finance preferred. Certified Public Accountant designation preferred. Eight to ten years of experience in financial management required. Excellent analytical and organizational skills. Proficient in database and accounting computer application systems. Excellent written and verbal communication skills. Prolonged periods of sitting at a desk and working at a computer.

This position is part-time, exempt.

Salary: TBD