Job Listings

For questions or concerns regarding the job listing contact the Career Services at careerservices@hputx.edu or Shannon Johnson at sjohnson@hputx.edu and 325-649-8620

Click on an option below to move to that part of the page.

Note: You may need to scroll down a bit because the titles move as we add opportunities to the pages.

Temporary

Part Time

Full Time

On Campus

Local

Out of Town

Internships/ Volunteer/Camps/Summer

Job Boards

Temporary

Part Time
• **Quality Body Works** Part-time, general shop help job available. The hours are flexible to fit a school schedule. Apply in person at 405 W. Austin Ave. or call 325-646-9594 for more information.

• **State Farm Insurance - Larry Pullin, Part-time Receptionist position**
  - Greet Customers
  - Take & record payments in online system
  - Some light bookkeeping
  - Manage phones and messages for busy, multi-line office system
Apply in person at 400 CC Woodson Rd. **No phone calls, please**

• **West Central Wireless** is accepting applications for the position of Part-Time **Cellular Service Technician** and **Part-Time Inside Account Manager** position
  Applicants must possess strong customer service skills. Prefer technical experience working with wireless equipment and accessories. The Cellular Service Technician troubleshoots, repairs and installs cellular equipment and accessories. **WE WILL TRAIN.** A valid driver’s license and reliable transportation required.
  - Must be able to work some Saturdays.
  - Career Level Required Entry Level
  - Experience Required Less than 1 Year
  - Education Required High School or equivalent
  - Job Type Employee
  - Job Status Part Time
Candidates must have strong communication skills as well as excellent sales experience and the ability to perform multiple tasks simultaneously. They should enjoy working with the public and have a great customer service skills. Windows, Excel and Internet experience essential. Bilingual a plus. Applicant must have a valid driver’s license and reliable transportation required.
  Career Level Required Entry Level
  Experience Required Less than 1 Year
  Education Required High School or equivalent
  Job Type Employee
  Job Status Part Time
Application can be found at our website: [www.westcentral.com](http://www.westcentral.com) under the Careers tab. Please send application and resume to humanresources@wcc.net or can be taken to our office at 300 W. Commerce, Brownwood, TX 76801.

• **CiCi’s in Brownwood, TX** located at 1107 Clements St., has several openings for help at different levels. Apply in person.

• **Demandstaff in Brownwood** is in need of a part time warehouse/delivery driver. Previous forklift experience is necessary. Qualified applicants need to have a clear driving record and clear criminal history. M, Tues, F 7:30 am to 3:00 pm. Extra hours may be available. Temp to hire. $8.50/hr Call us @ 325-641-8583 or 888-388-3928 or online at [demandstaff.com](http://demandstaff.com)
- **Brownwood Country Club** looking for part time servers who are willing to cross train between The Bar, Banquets and Fine Dining Service. We have morning and evening shifts available. If you have any questions please feel free to contact Cody Preiss at 830-221-6070 or at 325-643-1023

- **Gomez Restaurant** has applications for part-time employment at their restaurant located at 716 W. Commerce, Brownwood, TX. 76801 or contact Fabain Gomez / Stacon Boisse for further information at 325-642-8448 or 325-646-9921.

- **Weldon Wilson Electric here in Brownwood.** They are looking for a student who might be interested in working about 2 hours a day, Monday through Friday. It would be on-going once the Fall Semester begins and they would be willing to work with a student’s schedule. Right now and through the remainder of the summer they would like someone who could be there at 8 AM.
  Duties Sky mentioned would be light housekeeping, filing and assisting Sky as she is the Office Manager. Weldon Wilson (the business owner) would like to have a student that would not mind helping him make his juice every morning
  Please feel free to contact Sky Arrington if you have any questions about the position at 643-3110

- **Chick-Fil-A inside the Heartland Mall** is currently hiring for new team members. They can apply in person at the store or if they have any questions about the job, they can contact Mary Agnew at 325-643-3910.

- **Wal-Mart Supercenter® in Brownwood** is seeking to hire up to 10 new associates and would like to fill these positions with HPU students. These are temporary positions in a variety of store departments. Hours would typically be evenings and weekends and store management is committed to working to make work hours fit a student schedule. Apply online at http://jobs.walmart.com/
  HPU students- after you file your online application for the Brownwood store, call Rhonda 325-643-9727 ext. 290 and let her know that you are interested in one of these positions and have filed an application.

- **Cleaning and child care worker** Monday-Thursday 5pm-7pm and Saturday 9am-10:30am for more information call Minerva McCutchen at Fitness Evolution to apply at 325-513-6040

- **New Horizons Ranch ISD:** looking for Tutors in Math and Science, Subs in all subjects and volunteers. For more information contact Suzanna Goen at 512-535-1151
• The Scotts Miracle Gro Company looking for Part Time Seasonal Merchandiser & Product Counselor for more information on these job descriptions follow the link

To be considered immediately, please apply @: www.scotts.candidatecare.com

• First Central Credit Union is hiring a part-time Teller/Member Service Rep. Candidate will work Monday-Friday, hours will vary with schedule. The person selected to fill this position will be responsible for opening accounts, providing general information regarding services and policies, performing routine cash department transactions, such as deposits, withdrawals, cash advances, loan payments, answering incoming calls, etc.
Requirements: High School diploma or equivalent. Some college preferred. Computer skills a must. Bi-lingual (English/Spanish) preferred. FCCU offers a competitive salary and generous benefits package.
To apply for this position submit a resume in Word format to HR@firstcentralcu.com or fax your resume to HR at 254-399-9374. No phone calls, please.
EOE and Drug-Free Employer

• Worship Minister Needed
Seeking part-time Worship Minister for a rural North Central Texas Baptist church. If interested, Please send resume to:
Fairview Baptist Church
1062 Fairview Rd.
Mineral Wells, Texas 76067
940-325-3024
OR Email resume to: fairviewmw@fairviewmw.org

• Central Texas Opportunities, Inc. offers a number of full and part time jobs for the Central Texas area. To view available positions following the link www.ctoinc.org

• AT&T Job Opportunities Part-time positions are open at the Brownwood ATT location. These positions are highly flexible to fit your school schedule. However, you must be able to work Saturdays and Sundays. Plus, after 6 months with the company, ATT will pay your tuition and books!
Apply Online at att.jobs

• MOPS is looking for a part-time child care worker. Our children's group, "Moppets", needs responsible, ministry-minded students to play with, love on, or even teach Bible lessons to kids ages 0-5. Students would work during MOPs meetings, the first and third Friday of every month from 9:00 a.m. to 11:30 a.m. at Southside Church. Young workers would be
supervised by older, experienced workers. Pay is minimum wage. Contact 325-646-0844 for more information.

- **Substitute Teachers**
  Substitute Teachers needed at all Head Start centers. $7.25/hr. Paid retirement. Applications accepted throughout the year. Call (325)625-4167. Central Texas Opportunities, Inc. is an E.O.E.

### Full Time

- **Full-Time Recreation Supervisor** – City of Brownwood Dept. of Parks & Recreation. Please email [Career Services](mailto:) for a copy of the full job description.

- **Advocace** is a leader in Christian non-profit income and management consulting. They specialize in helping grow a community of support around a ministry’s vision. You can see the career description on their website at [http://advocace.com/marketing](http://advocace.com/marketing) Resumes may be submitted to careers@advocace.com

- **THG Energy Solutions in Tulsa, Oklahoma** has current job opening. For more information follow link [https://www.thgenergy.com/contact/employment.aspx](https://www.thgenergy.com/contact/employment.aspx)

- **PhysAssist Scribes** in Fort Worth, Texas. Is hiring scribes for Emergency Room physicians in Dallas, Fort Worth, and San Antonio.

- **North Orange Baptist Church of Orange, Texas** is accepting resumes from candidates for the position of Pastor of Students - Junior and Senior High. We are prayerfully seeking a talented and energetic person who loves youth ministry and is doctrinally sound. Bachelors degree with previous experience in youth ministry is preferred. For information on our church, please go to nobcfamily.com. Please send resumes to cristybarnett@aol.com, or mail to Attention: Youth Pastor Search Committee, North Orange Baptist Church, 4775 N. 16th Street, Orange, TX 77632.

- **FBC Angleton** is currently looking for a Music and Education minister. For more information or questions call 979-849-4311 or apply by sending resumes to rb@fbcangleton.com or mwilson@fbcangleton.com

- **Job Opportunities for the City of Abilene** looking for Under general direction of the Director of Community Services, to manage, plan, coordinate, and supervise the Abilene-Taylor County Public Health District, the City of Abilene's Health Division; to negotiate, plan, and coordinate with Federal, State, Taylor County and other local authorities on matters concerning public health programs; and to assist the Abilene-Taylor County Public Health Advisory Board and the Health Authority/Medical Director to ensure efficient delivery of public health services; to perform special assignments; and to coordinate administrative and program matters. For more info follow link
• **First Baptist Church Hamlin, Tx.** Looking for self-motivated, Gospel-centered, teachable, ambitious team player with above average leadership abilities and a humble pastor’s heart as our next worship pastor. Qualified to lead by standards of I Tim 3:1-7. Experience preferred in blended forms of worship leadership. Will work on a team with young pastor, youth pastor, and secretary. FBCH has choir, small worship team, and has 150-200 in attendance on a Sunday morning. Accepting resume’s lisa@fbchamlin.com and 217 SW Ave B Hamlin, Tx 79520 until 4:30pm on Aug 15, 2013.

• **Immediate opening for caseworker in the social service department of South Texas Children’s Home Ministries, Beeville, Texas.**

  South Texas Children’s Home Ministries is affiliated with the Baptist General Convention of Texas and the caseworkers work with the children, families, child care workers, sponsors and school from the time of application for placement through the time the child is discharged or graduates from high school. The office hours are 8:30AM-5PM weekdays with on call expectations one weekend a month.

  Having a bachelor’s degree, being an active member of a Baptist church and having an interest in children and their families are the initial requirements. For further information and an application, contact me at the following:

  Ginger Bailey, LMSW  
  Director of Social Service  
  South Texas Children's Home Ministries  
  P. O. Box 759  
  Beeville, Texas 78104-0759  
  Office: 361.375.2101, ext. 236  
  Fax: 361.375.2300  
  www.stchm.org

• **Resident Childcare Worker for Advent Group Ministries** a non-profit, interdenominational Christian agency which provides social service programs for disadvantaged children and families. Click [Link](#) for more information

• **Substitute Teachers**
  Substitute Teachers needed for Head Start centers. $ 7.25/hr. Paid retirement. Applications accepted throughout the year. Call (325) 625-4167. Central Texas Opportunities, Inc. is an E.O.E.

• **P/T Audit Specialist**
  P/T Audit Specialist in Coleman, TX. High School diploma or GED is required. Minimum of 3 years’ experience in a related field such as accounting, auditing, finance or business administration. Prefer Associates or Bachelor’s degree in Accounting. Must be able to pass a background check. 6-8 hours per month. Pay depends upon expereicine. Deadline is Monday,
May 20, 2013. Call (325)625-4167 for an application or visit www.ctoinc.org for an application and job description. Central Texas Opportunities, Inc. Is an E.O.E.

- **Blueprint Schools Network** Blueprint Schools Network, Inc. (Blueprint) is a 501(c)(3) non-profit organization dedicated to helping school districts close the achievement gap in their lowest-performing schools. Using a blueprint of comprehensive reform strategies, we partner with school districts to plan, implement, and monitor the progress of whole school turnaround with the goal of improving educational and life opportunities for students. [For more information follow link](http://www.ctoinc.org)

- **Sky Ranch in Van, Texas is offering a Legacy Fellowship position.** The primary responsibility of the Legacy Fellowship is to invest (1) full-year growing recent college graduates in work experience, community, leadership and ministry in a Christian camp setting. Under the training and supervision of Sky Ranch staff, the Legacy Fellow will spend nine months with our School Programs and Programs Departments and another three months serving with our premier Christian summer camp. The secondary responsibility of the Legacy Fellowship is to equip individuals to effectively apply Biblical leadership principles in significant ministry opportunities. All Legacy Fellows reside on camp and will be actively involved in teaching, program development, youth ministry, customer service, and marketing as guided leadership experiences. This includes times of direct concentration in one area or multiple areas, as Sky Ranch programs dictate. Each experience involves assisting Sky Ranch Camps with investing in the lives of youth ages five to twenty-three within the Sky Ranch Life Map. The Legacy Fellowship is a full-time, salaried position with benefits and on-camp housing. Sky Ranch offers a compensation package that includes base salary, medical, dental, vision, Life, AD&D, STD & LTD coverage, along with PTO and paid holidays. Qualified applicants should apply by emailing hr@skyranch.org or fax 903.386.2713 a current resume and a Sky Ranch Legacy Fellowship application. Please include job title in the subject line. Download applications at [http://www.skyranch.org/applications-forms](http://www.skyranch.org/applications-forms). For questions, please contact Christian Staley at christians@skyranch.org or Andrew Newberry at andrewne@skyranch.org.

- **Advent Group Ministries** in San Jose, CA is looking for a Resident Childcare Worker for Adolescent Group Home to work full-time. Live-in counselors who work directly with 13-18 year olds in the group homes, implementing our program of treatment and recovery through discipline, building relationships, supervision, actively contributing input to kids individual treatment plans, and encouraging and motivating the teens toward recovery and sobriety. **Qualifications:**
  Bachelor’s Degree (preferably in a Social Science field), experience with adolescents and residential care preferred, 21 years of age and in possession of a valid Driver’s License.
Compensation:
$2218 per month, benefits include room and board, medical, holidays and vacation.
Detailed job descriptions and applications are available on our website at www.adventgm.org. Please contact us at 1-800-98ADVENT or email at jobs@adventgm.com if you have any questions.

- Central Texas Opportunities, Inc. offers a number of full and part time jobs for the Central Texas area. To view available positions following the link www.ctoinc.org

- MeySen Academy is looking for full time teachers to travel to Japan

This position would allow for you to teach in Japan within Japan’s premiere educational institutions specializing in early childhood development and English as a Foreign Language (EFL) for more information visit the MeySen Academy Homepage: www.meysen.ac.jp or contact the recruiter, Melissa Blakeslee at melissa.blakeslee@meysen.ac.jp

- Amazon.com is looking for a Software Development Engineer/ SDET Full-Time
  Preferred Qualifications:
  • Strong, object-oriented design and coding skills (C/C++ and/or Java preferably on a UNIX or Linux platform)
  • Knowledge of Perl or other scripting languages a plus
  • Experience with distributed (multi-tiered) systems, algorithms, and relational databases
  • Experience in optimization mathematics (linear programming, nonlinear optimization)
  • Ability to effectively articulate technical challenges and solutions
  • Deal well with ambiguous/undefined problems; ability to think abstractly
  • Previous technical internship(s) preferred
  • Graduate degree a plus
  To apply for this position for the link https://up-amazon.icims.com/jobs/122383/job?in_iframe=1

- AT&T Management Training – 6 month, highly competitive training program in Atlanta, GA. AT&T will reimburse your moving cost after successful completion of the training program. There is an option to request a location for assignment after training. If you have a GPA of 3.0 or better, check out this great career opportunity.
  Apply Online at http://att.jobs/

- Walmart is looking for an Assistant Manager Trainee. It begins with six weeks of classroom and in-store training. During this training you will learn all aspects of running a multi-million dollar business.
  As an Assistant Manager, you’ll drive sales in an assigned area and ensure merchandise presentation in a variety of ways including pricing, budgeting, and forecasting sales. You will also provide supervision and development opportunities for associates.
Assistant Managers also create and maintain a safe, clean, and friendly working environment. Other responsibilities include, but are not limited to, managing merchandise operations, tracking expenses, and enforcing all food safety standards. Qualified candidates will possess all or a combination of one year of retail experience and one year of supervisory experience; two years of general work experience and one year of supervisory experience; or completed two or more years of college. Candidates will work a rotating schedule, providing an excellent work/life balance. For more information on how you can become a part of the great Walmart team, please contact George Paalbalog at gepaalb@wal-mart.com

- **Living Word Christian Academy in Houston is looking for a Principal.** They need to be a self-starter, assertive in recruiting, good at managing money and fund raising, a believer actively serving in a church, an educator and knowledgeable in training teachers to motivate students, work well with parents, lead school to challenge teachers/students to spiritual growth and have previous experience (principal or leader) in a private Christian School. Please submit resumes to goneal@lwfellowshipchurch.org

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**On Campus**

*Note: This list is updated at least weekly but may not be a complete list of all on-campus opportunities.*

**Required Steps for HPU Student Employment**

1. Interview with campus employer.
2. Visit the Office of Financial Aid to get a Howard Payne University Student Employment Authorization Form. *This form must be signed by the supervisor in the department hiring you to work.*
3. Return the **completed and signed** Authorization Form to the Office of Human Resources to complete your payroll eligibility paperwork. (You can’t get paid until this is completed.)

If you have any questions, please feel free to contact the HPU Career Services Office at careerservices@hputx.edu and we will be happy to help.

**Peer Tutors** – HPU Tutoring Services is hiring English/writing and Math tutors for the spring 2013 semester. Students interested in becoming a peer tutor may contact Shannon Johnson via email at sjohnson@hputx.edu for more information and to receive an application. Must have excellent grades in the discipline(s) the applicant wishes to tutor. Faculty recommendation is required and a form is provided by the Tutoring Center. Additional training will be required.
Local

- **Quality Body Works** Part-time, general shop help job available. The hours are flexible to fit a school schedule. Apply in person at 405 W. Austin Ave. or call 325-646-9594 for more information.

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  - Greet Customers
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  - Manage phones and messages for busy, multi-line office system
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- **Brownwood Country Club** looking for servers and bartenders for morning and evening shifts. If you have any questions please feel free to call 325-646-0237

- **The Brownwood Country Club** has positions open for a Swimming Pool Manager and Lifeguards. Lifeguard certification is required. Please contact Melanie Naylor for additional information. 643-1023 (call Tues.-Fri., 9:30am-5:00pm)

- **Weldon Wilson Electric here in Brownwood.** They are looking for a student who might be interested in working about 2 hours a day, Monday through Friday. It would be on-going once the Fall Semester begins and they would be willing to work with a student’s schedule. Right now and through the remainder of the summer they would like someone who could be there at 8 AM.
  Duties Sky mentioned would be light housekeeping, filing and assisting Sky as she is the Office Manager. Weldon Wilson (the business owner) would like to have a student that would not mind helping him make his juice every morning
  Please feel free to contact Sky Arrington if you have any questions about the position at 643-3110

- **Full time receptionist for busy office.** Experience answering small phone system, basic data entry skills, great customer service skills. Mon- Fri 8-5. Pay will depend on experience. Could be flexible on the hours. To apply email melissa.mauricio@demandstaff.com or call 325-641-8583.
• **Chick-Fil-A inside the Heartland Mall** is currently hiring for new team members. They can apply in person at the store or if they have any questions about the job, they can contact Mary Agnew at 325-643-3910.

• **Wal-Mart Supercenter® in Brownwood** is seeking to hire up to 10 new associates and would like to fill these positions with HPU students. These are temporary positions in a variety of store departments. Hours would typically be evenings and weekends and store management is committed to working to make work hours fit a student schedule. Apply online at http://jobs.walmart.com/ HPU students- after you file your online application for the Brownwood store, call Rhonda 325-643-9727 ext. 290 and let her know that you are interested in one of these positions and have filed an application.

• **Wendlee Broadcasting** has employment opportunities for four basic areas of employment: engineering, programming, sales and administrative. While prior experience is not always required it is helpful. Some positions may call for specialized skills. For more information contact Rex Tackett at 325-646-3535 or by Fax at 325-646-5347.

• **Heart Of Texas Baptist Camp** in Brownwood, Texas for more information visit the website [http://www.heartoftexascamp.com/hotbe/home](http://www.heartoftexascamp.com/hotbe/home)

Brownwood Bulletin Job Classifieds

• **P/T After School Care for 3 Elementary-Aged children** – Must have reliable vehicle to pick up children after school and take them home. Other duties, prepare light snack, help with homework, and provide general supervision. Days vary due to parent work schedules. Times on days needed: 2:50pm – 3:30 or 4:00pm. To apply, please send work history and reference information to Kim Harvey at kim.harvey@hputx.edu

• **Whataburger has management positions open** at the following locations; Brownwood, Abilene, Snyder, Sweetwater, San Angelo. The general description of this job is Ensures health, safety, recruiting, budgeting, marketing and sales goals are obtained throughout the assigned unit. Utilizes the sales and marketing plan as the basis for setting customer service goals to improve sales through increased customer traffic. Makes decisions regarding the recruitment, development and performance of staff. Demonstrates a willingness to listen to team members and address problems. Assures a clean, safe, and energy efficient operation for during each shift. Ensures that the store is always, in the customer's eye, "ready for business." Experience requirements are: (scroll down for more info.)
  o Previous experience in a restaurant leadership position preferred.
  o Effective verbal and written communication skills.
  o Demonstrated ability to work effectively with all levels of employees.
• **Proficiency in MS Office (Word, Excel, Outlook, PowerPoint), Back of House Systems, Point of Sale Systems, Restaurant Operating Systems and the Internet.**

• **Must drive personal vehicle meeting Company insurance requirements and possess a valid driver’s license with an acceptable driving record.**

• **Must be able to work varying schedules and shifts and must be able to work 50+ hours per week**

• **High School Diploma**

• **Some college coursework preferred.**

The best way to apply for this position is to send your resume to Joe Wall via Email jwall@wbhq.com or for more information contact by phone 325-864-6169

**MOPS** is looking for a part-time child care worker. Our children’s group, "Moppets", needs responsible, ministry-minded students to play with, love on, or even teach Bible lessons to kids ages 0-5. Students would work during MOPs meetings, the first and third Friday of every month from 9:00 a.m. to 11:30 a.m. at Southside Church. Young workers would be supervised by older, experienced workers. Pay is minimum wage. Contact 325-646-0844 for more information

**Out of Town**

**North Orange Baptist Church of Orange, Texas** is accepting resumes from candidates for the position of Pastor of Students - Junior and Senior High. We are prayerfully seeking a talented and energetic person who loves youth ministry and is doctrinally sound. Bachelors degree with previous experience in youth ministry is preferred. For information on our church, please go to nobcfamily.com. Please send resumes to cristyburnett@aol.com, or mail to Attention: Youth Pastor Search Committee, North Orange Baptist Church, 4775 N. 16th Street, Orange, TX 77632.

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• **Ministry Source** has several job listing opportunities from business to music and all in between. The job listings have opportunities in several states. For more information visit [link](#) or [www.ministrysource.org](http://www.ministrysource.org).

• **Living Word Christian Academy in Houston** is looking for a Principal. They need to be a self-starter, assertive in recruiting, good at managing money and fund raising, a believer actively serving in a church, an educator and knowledgeable in training teachers to motivate students, work well with parents, lead school to challenge teachers/students to spiritual growth and have previous experience (principal or leader) in a private Christian School. Please submit resumes to goneal@lwfellowshipchurch.org.

• **Amazon** is looking for a software development engineer. As a member of the Amazon development team, you’ll be given the opportunity to have direct impact on the evolution of the Amazon e-commerce platform and lead mission critical projects early in your career. Your design, code and raw smarts will contribute to solving some of the most complex technical challenges in the areas of distributed systems, data mining, optimization, scalability, security and tweaking algorithms, just to name a few.

  **Basic Qualifications:**
  • Bachelor's degree in computer science, computer engineering or related technical discipline
  • Must be currently enrolled in school or graduated within the last 12 months
  • At least 2 years of experience with object-oriented design and coding, to include academic experience and/or internships

  **Preferred Qualifications:**
  • Strong, object-oriented design and coding skills (C/C++ and/or Java preferably on a UNIX or Linux platform)
  • Knowledge of Perl or other scripting languages a plus
  • Experience with distributed (multi-tiered) systems, algorithms, and relational databases
  • Experience in optimization mathematics (linear programming, nonlinear optimization)
  • Ability to effectively articulate technical challenges and solutions
  • Deal well with ambiguous/undefined problems; ability to think abstractly
  • Previous technical internship(s) preferred
  • Graduate degree a plus

Visit their website for more details.

• **First Baptist Church Santo** is seeking a youth pastor. Contact the committee at bailey.roberson@yahoo.com or 940-769-2241

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**Internships/ Volunteer/Camps/Summer**
American Red Cross Central Texas Region Internships
Internships are available year round in the spring, summer, and fall. Please note that an intern may work out of any one of our following offices in Central Texas: Austin, Bryan, Kerrville, Killeen, San Angelo or Waco

AVAILABLE POSITIONS

COMMUNICATIONS AND SOCIAL MEDIA INTERN
Department: Communications
Open to: Current college and graduate students and professionals looking for experience
Employment Category: Unpaid Internship, Academic credit available

We are looking for talented and creative individuals to help maintain and improve our communications network through traditional and new media projects. This person will report directly to the Regional Director of Communications and should provide creative ideas and innovative solutions for our nonprofit to maintain positive public opinion and increase fundraising opportunities.

Responsibilities include:
- Media appearances as assigned
- Responding to disaster media requests as assigned
- Writing, editing and publishing news releases and blog articles
- Using Twitter to promote regional events, safety information and communicate with our online community
- Writing, editing and publishing blog articles
- Evaluating and monitoring appropriate metrics
- Managing chapter Facebook accounts and Flickr page
- Encouraging volunteers, community members and staff members to engage in social media

Required Skills:
- Experience with Facebook, Twitter and related social media tools; knowledge of FBML preferred
- Familiarity with photo and video sharing applications including Flickr and YouTube
- Knowledge of Microsoft Office including Outlook
- Public relations background or experience a plus

DEVELOPMENT INTERN
Department: Development
Open to: Current college and graduate students and professionals looking for experience
Employment Category: Unpaid Internship, Academic credit available

We are seeking a dynamic and energetic individual to report directly to the Chief Development Officer/Executive Director of one of our Community Chapters and work closely with other members of the Development team to advance our fundraising capabilities. This intern will work on special development projects, attend onsite and offsite meetings and represent the chapter at events.

Responsibilities include:
- Supporting and promoting various fundraising projects within the chapter
- Working closely with Executive Directors/Development staff to increase fundraising efforts within the chapter
- Executing Development project research
- Representing the Red Cross at events
- Other duties as assigned

Required Skills:
• Knowledge of Microsoft Office (PowerPoint, Excel Word, Outlook)
• Excellent organizational skills
• Willingness to speak with donors, potential sponsors and corporate partners

DISASTER SERVICES INTERN
Department: Disaster Services
Open to: Current high school, college and graduate students and professional looking for experience
Employment Category: Unpaid Internship, Academic credit available

The American Red Cross Central Texas Region responds to a disaster every 48 hours. This internship will provide a firsthand experience of how we help disaster victims, as well as how our organization coordinates with other agencies and nonprofits to assist community members when they need it the most. This intern will work in coordination with other emergency preparedness and response staff and volunteers to provide emergency relief and preparedness services to clients in the Central Texas area.

Responsibilities include:
• Educating the community at preparedness events and community education courses
• Assisting volunteer instructors as they provide disaster response training
• Learning how to assist the client (client casework) and coordinating with referral agencies to provide additional services
• Administrative duties: filing, sorting and answering phones

Required Skills:
• Knowledge of Microsoft Office and Internet-based applications
• Bilingual (Spanish/English) translation skills to work with a variety of community members preferred
• Previous volunteer experience in nonprofit or public health sector preferred
• Ability to work with sensitive information and maintain confidentiality

INTERNATIONAL SOCIAL SERVICES INTERN
Department: Operations
Open to: Current college and graduate students and professionals looking for experience
Employment Category: Unpaid Internship, Academic credit available

We are looking for talented and creative individuals to build and support our International Service Programs. This person will report directly to the Regional Chief Operating Officer and should provide creative ideas and innovative solutions for our nonprofit to help build, maintain and grow our program in the Central Texas community.

The American Red Cross helps vulnerable people around the world prevent, prepare for and respond to disasters, complex humanitarian emergencies and life-threatening health conditions. We do this by:

• Responding and meeting needs when international disasters strike
• Better preparing communities around the world for future disasters
• Preventing disease and responding to global public health emergencies
• Promoting international humanitarian law and issues
• Reconnecting family members separated by war or disaster

When the American Red Cross works internationally, it must be both invited by and work collaboratively with the host or affected Red Cross national society. Together, we form the largest humanitarian network in the world. Every effort strengthens this bond working towards one common goal: alleviating human suffering.

Responsibilities/Project Areas could include:
• Obtain training as a Restoring Family Links Caseworker
• Provide Restoring Family Links casework
• Create Q&A Brochure for Clients
• Research local resources available to refugees and immigrants
- Build local reference guide for caseworkers
- Promote programs throughout Central Texas community
- Research Central Texas community to determine ethnic and potential refugee makeup

Required Skills:
- Knowledge of Microsoft Office (Word, PowerPoint, Excel Word, Outlook)
- Excellent organizational skills
- Ability to work with sensitive information and maintain confidentiality

OPERATIONS INTERN
Department: Operations
Open to: Current college and graduate students and professionals looking for experience
Employment Category: Unpaid Internship, Academic credit available

We are looking for talented and creative individuals to support and collaborate with the Operations Team with special projects or tasks. This person will report directly to the Regional Chief Operating Officer and should provide creative ideas and innovative solutions for our nonprofit to increase efficiency and workflow.

Responsibilities/Project Areas could include:
- Perform general clerical work including: filing, call-downs, collating materials, and copying when necessary
- Keep all information confidential
- Assist with purchasing for the region
- Assist with facility management and maintenance
- Process and code deposits
- Attend meetings with and on behalf of Operations Team
- Process requests for system access
- Human Resources
- Documenting Policies & Procedures
- Research vendors
- Post outgoing mail
- Develop and document new procedures and processes for information flow

Required Skills:
- Knowledge of Microsoft Office (PowerPoint, Excel Word, Outlook)
- Excellent organizational skills
- Ability to work with sensitive information and maintain confidentiality

OUTREACH INTERN
Department: Volunteer Services
Open to: Current high school, college and graduate students
Employment Category: Unpaid internship, academic credit available

In an attempt to prepare the community for disasters and to spread the word about safety, the American Red Cross attends and produces outreach events. The intern would be responsible for managing the event invitations, planning events, preparing materials and coordinating and managing volunteers at events. This intern reports directly to the Volunteer Services Manager.

Responsibilities include:
- Coordinating with area agencies, nonprofits and educational facilities
- Preparing and designing materials for outreach events
- Working in coordination with volunteers to represent the Red Cross within the community
- Determining appropriate locations for safety information distribution
- Speaking to area associations and organizations about the American Red Cross
Required Skills:

- Knowledge of Microsoft Office
- Ability to speak confidently before a crowd
- Willingness to work with a diverse set of people and help the Central Texas Region prepare for disasters

SERVICE TO THE ARMED FORCES

Department: Service to the Armed Forces
Open to: Current high school, college and graduate students
Employment Category: Unpaid Internship, Academic credit available

We are seeking an organized and talented intern to support and collaborate with the Service to Armed Forces Team on SAF Casework and special projects, i.e. the Veterans History Project. This intern will report directly to our Service to the Armed Forces Manager.

Responsibilities include:

- Obtain SAF Caseworker Training, assist with casework follow-up
- Assist/Cover Yellow Ribbon Events
- Veterans History Project:
  - Obtain oral histories of veterans on video
  - Format videos for Library of Congress
  - Prepare materials for volunteers
- Work with Volunteer Services to recruit additional SAF volunteers to cover various SAF activities throughout the region

Required Skills:

- Knowledge of Microsoft Office
- Knowledge of military helpful, but not required

YOUTH SERVICES INTERN

Department: Volunteer Services
Open to: Current high school, college and graduate students
Employment Category: Unpaid Internship, Academic credit available

We are seeking an organized intern to increase interest in youth programs and to help develop interesting programs, events and opportunities for area youth. This intern will report directly to the Volunteer Services Manager and will also work closely with Volunteer Services Specialist in the region.

Responsibilities include:

- Developing plan for Central Texas Youth Council, recruiting members and coordinating meetings and community service projects
- Proposing ideas for sustainment and recruitment for youth volunteers in collaboration with youth organizations, schools and religious institutions
- Collaborating and communicating with youth organizations and clubs in area universities, high schools and religious groups
- Assisting in development of a two day youth leadership conferences (components include recruiting speakers, attracting students, coordinating of events workshop, coordinating food, etc.)
- Improving relationships with youth volunteers in the Central Texas Region

Required Skills:

- Knowledge of Microsoft Office
- Previous experience in extracurricular organizations at the high school or college level (clubs, societies, etc.)

- Early Chamber of Commerce looking for individual in a position that is a non-pay job, at least to begin with, 20 hours a week, no weekends. Needs to be outgoing and friendly phone presence and do miscellaneous projects at the front desk.

- Cultivate is an initiative of OneHope, an international Christian non-profit that seeks to affect destiny by providing God’s eternal Word to all the children and youth of the world. OneHope utilizes Scripture engagement tools, research, and outcome-based program design to develop culturally relevant resources for local churches in over 90 countries. Cultivate Internships exist to train the next generation to equip local churches to effectively reach their communities. It accepts Christians, ages 18 – 25, for internships in which faith and work are integrated through education in outcome-based ministry design and intentional vocational practice.

- Cowboy Fellowship in Jourdanton, TX, south of San Antonio, is seeking a Children’s and Youth Intern for the summer. Responsibilities include ministering to children and youth from birth to 12th grade. The intern will assist the Children’s and Youth Pastors in planning and leading all summer events for children and youth, including camps, VBS, mission trips, and other events. Includes a room for the summer, school scholarship, and weekly stipend. Applicants should send resumes to tanner@cowboyfellowship.org or adam@cowboyfellowship.org. Resumes may also be mailed to: Summer Intern Application, C/O Cowboy Fellowship, P.O. Box 68, Pleasanton, TX 78064.

- American Red Cross Central Texas Region Internships for more information follow links Development Internship or Communications and Social Media Internship

- U.S. Fish and Wildlife Service, Patuxent Research Refuge, Laurel, Maryland is offering an Environmental Interpretation Internship for more information follow link http://www.fws.gov/northeast/patuxent/internann.html

- The Legacy Fellowship program was created to develop strong Christian leaders through an intensive year of work experience, community, leadership and ministry in a Christian camp setting. Led by Sky Ranch staff, Legacy Fellows spend nine months working with our School Programs, Activities and Retreats departments and another three months serving with our summer Launch Camps. All Legacy Fellows live on camp and are actively involved in teaching, program development, youth ministry, customer service, and marketing as opportunities to live out Biblical leadership principles that can be applied in any career setting. The Legacy Fellowship is a full-time, salaried position with benefits and required, on-campus housing. Sky Ranch offers a compensation package that includes base salary, medical, dental, vision, life, and disability insurance coverage, along with paid time off and paid holidays. Qualified applicants can apply by emailing hr@skyranch.org or fax 903.386.2713 a current resume and a Sky Ranch Legacy Fellowship
application. Please include job title in the subject line. Download an application and background check form at [http://www.skyranch.org/applications-forms](http://www.skyranch.org/applications-forms). For questions, please contact Christian Staley at christian@skyranch.org or Andrew Newberry at andrewne@skyranch.org.

- **Big Sky Bible Camp**
  Would you like to spend your summer serving youth in beautiful big sky country? Big Sky Bible Camp, a non-denominational Christian camp located in Bigfork, Montana, is seeking counselors for the summer 2013 season. We require applicants to be 18 years of age and prefer a year of work or college. Counselor orientation begins in mid-June, and the summer season runs through mid-August. Each week of camp will present new and exciting opportunities to minister to different groups, from high school and junior high age, to junior and day campers, and even two weeks of a special needs camp, Camp Promise. We are seeking spiritually mature, enthusiastic leaders. You will be responsible for a group of campers each week, discipling them through discussion, Bible study, and leadership in electives, chapel, games, meals, and much more. Camp runs from Monday – Saturday morning, with free time in between to relax at our beautiful lakefront, sightsee at nearby Glacier National Park, and spend time with fellow counselors. If you’re up for this rewarding, stretching, and fulfilling summer, you can apply online at [http://www.bigskybiblecamp.org/joinus](http://www.bigskybiblecamp.org/joinus) Feel free to call or e-mail us with questions!

- **Heart Of Texas Baptist Camp** in Brownwood, Texas for more information [view link](http://www.heartoftexasbaptistcamp.org)

- **GoCorps** is an on-ramp for recent grads to use their degree globally for two years. We partner with leading missions organizations who have already established ministries/work in countries around the world, and are in need of workers. We offer loan forgiveness ($5,000), a six month launch window, and all organizations use one application form and one website. We mobilize Goers to serve using their skill-sets and interests among the least reached and those in extreme poverty through ten tracks of service: Agriculture-Environment, Business-Leadership, Compassion-Justice, Engineering, Media-Arts, Medical, Sports, Storying-Linguistics, Teaching and University Outreach. For more information or to apply, go to our website: [www.gocorps.org](http://www.gocorps.org) To speak with our mission coach, contact Jenny Rasmussen: [jenny@gocorps.org](mailto:jenny@gocorps.org)

- **Blue Lake Fine Arts Camp** with [informational link](http://www.bluelakefinearts.org)

- **Camp Courageous** with [informational links](http://www.campcourageous.org)

- **Camp Olympia which is located in Trinity, TX.** We are an overnight sports camp that operates during the months of June, July and August. We have over 40 different activities that we offer to boys and girls between the ages of 6 to 16. We are recruiting to hire counselors for the coming summer of 2013. Camp Olympia's staff is a select group of caring, loving individuals who have a heart for children. We are looking for college age students to be a role model for young children and make a positive difference in their life. Olympia's philosophy is one of lifestyle evangelism where counselors impact campers through their own personal life and the daily example they set. Starting pay is about $170/week and we offer two two-week terms and two three-week terms during the summer. We have an application online where anyone interested in working can apply at: [http://www.campolympia.com/counselors/application/](http://www.campolympia.com/counselors/application/)

- **Internship for Dr. J.D. Sheffield**, State Representative-Elect for District 59 with [link](http://www.jdsheffield.com/internships)
Nyati Conservation Corps (NCC) experience first-hand, wildlife management in Africa for complete information and applications follow [www.nyaticc.org](http://www.nyaticc.org).

Camp counselors and other summer positions in Colorado Springs, Colorado [click the link](http://www.nyaticc.org) for contact and more information.

Information Technology Internship Program (Summer 2013) for more information follow the [Link](http://www.nyaticc.org).

FBI Internship for more information follow the [Informational Link](http://www.nyaticc.org).

Internship and Leadership training opportunities from Nestle Purina Visit this link to learn more. [College Positions Open](http://www.nyaticc.org).

Job Board

- TeacherPort provides an easy way for teachers and new graduates to find teaching jobs abroad.
- USA Jobs now with Internship Program, Recent Graduates Program, Presidential Management Fellows Program
- Demand Staff Inc.
- Marketing Schools
  This is for those interested in MBA online.
- Ministry Source has several job listing opportunities from business to music and all in between. The job listings have opportunities in several states. For more information visit [www.ministrysource.org](http://www.ministrysource.org)
- MAXOutreach
- [www.cnaclases.org](http://www.cnaclases.org)
- This is a job board for those wanting to be nursing assistants
- careersinpsychology.org
This is a job board for those wanting to go into psychology
- educationamerica.net
- teachinjobs.com
These are job boards for those wanting to go into education.
- findachristianjob.com
- ministrysource.org
These are job boards for those going into ministry.
- 50statejobs.com
This is a job board for those wanting to work for a state government.
- southcentralcareers.com
This is a job board for jobs located in TX, OK, NM, LA, KS, CO, or AR
- texasdiversity.com
This is a job board for jobs located in Texas.
- quintacreers.com
- onetonline.org
These are general job boards.
- benderconsult.com
This is a job board for those with disabilities.