

BACC Communications Director Application Process

1). Applications may be picked up at the Buda Chamber (BACC) office
203 Railroad St. – Suite 1-C, P. O. Box 904, Buda, TX 78610
during normal business hours (9am-5pm, Monday-Friday) or you may access
the website at www.budachamber.com to download an employment application.
The BACC is an Equal Opportunity Employer.

2). Information pertaining to the job position will be very limited during
application pick up and drop off.

3). Please submit the following to be considered a candidate for employment for
this position:

- A completed application.
- Resume
- Cover letter to include
 - Salary expectations.
 - A short essay (200 words or less) about why you should be given the opportunity for employment with the BACC.

4). You may submit your application package to the BACC during normal
business hours, mail it or fax it to 512-295-3569.

5). The BACC will accept applications up until the close of business, August 31,
2010.

6). On September 1, 2010, the BACC employment committee will begin the
candidate application review process.

7). Selected applicants will be required to take a Pre-employment Skills test.

8). The employment committee will assess the Pre-Employment Skills test
results, re-screen selected applicants and schedule interviews for top applicants.

9.) An employment offer is contingent upon your passing a background check
and drug test.