

Base Level Full-Time Positions

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Requirements

- Unless located outside of the US, full-time positions will all be W2 employees.
- Positions may be classified as hourly or salaried based on the nature of the role and responsibilities.
- Bi-weekly one-on-one with your direct manager.
- All designs and documents created for Church Media Squad and its clients must always be housed in Church Media Squad's Dropbox or Google Drive.
- All designs are considered the property of Church Media Company, LLC. You are welcome to use designs you make for Church Media Squad in your portfolios, but Church Media Squad retains full rights to designs you create for its clients.
- The official working time for all member-facing Squad Members is +/- 2 hours of 9 AM - 5 PM Central Standard Time (CST).
- Must be available via Slack during regular business hours.

Benefits

Compensation

- Determined on a case-by-case basis with the Executive Squad.
- Raises are evaluated on an ongoing basis throughout the year after your first full year of employment.

Equipment and Office Furniture

- After their first six weeks, full-time Squad Members receive a company Mac Mini/ MacBook Pro. Church Media Squad is an Apple-only environment.
 - We'll refresh the MacBook every three years, as needed.
- You will be allocated \$500 for other computer or office equipment purchases on your first day. Equipment purchases must help aid you in your daily work

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responsibilities. \$250 will be allocated every January after a full year of employment.

PLEASE NOTE:

- **Retention:** *Squad Members own the device outright after 36 months of continuous employment.*
- **Departure Within 36 Months:** *If the Squad Member leaves before 36 months, the total cost of the Mac Mini/Macbook Pro will be prorated over 36 months. The remaining amount will be deducted from their final paycheck, and the Squad Member will retain ownership of the device.*

Software and Design Assets

- Depending on your department, you will be provided with the necessary software, tools, and resources to perform your job effectively.

Three Weeks Paid Vacation

- There is one blackout block for paid time off:
 - The first three weeks of January
- Vacation balance is earned at the beginning of each calendar year
 - Up to five days (40hrs) can be carried over to the following year.
 - The maximum bankable time-off is four weeks (160hrs)
- Vacation must be submitted to and approved by your direct manager with two weeks' notice.

Paid Holidays

- In addition to the Church Media Squad Christmas break, every Squad Member will have access to five holidays.
 - Memorial Day
 - Independence Day

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- Labor Day
- Thanksgiving Thursday & Friday

Sick Leave

- 1.53 hours accrued per week of work
- Max sick leave balance of 80 hours (2 weeks)

Maternity/Paternity Leave

- 16 weeks paid time off for mothers
- 3 weeks paid time off for fathers
 - Employees are eligible for paid maternity or paternity leave after completing one year of service. Leave taken within the first year of employment will be unpaid.

Health Care

- Church Media Squad offers healthcare coverage in the United States and select international countries.
- For countries where we cannot offer these benefits, a regional premium will be considered and factored into the base pay offer.

401k + Matching

- *US Residents*: 401k, pre-tax program managed by Guideline. TheSquad will match up to 4% of paycheck contributions to the 401k. Option to also contribute to a post-tax Roth IRA fund.
 - Eligibility to participate in the company's 401(k) plan begins 90 days after one's hire date.
- *Non-US Residents*: TheSquad will add a “benefits boost” to your base pay that can be used at your discretion.
 - Eligibility to receive the “benefits boost” begins 90 days after one's hire date.

Company Ramp Card

- A monthly stipend for lunches, coffee shop trips, snacks, and other personal comforts to enhance your work-from-home experience.

Enrichment & Learning

- Monthly book purchase (physical, digital, or audio) of your choice—no limits on the topic or materials.
- Skillshare class access to learning new job-related skills.

Commissions & Incentives *(For non-sales staff)*

- For every church client referred to Church Media Squad by you who becomes a paid client a one-time \$100 commission bonus will be added to your paycheck.
- Eligible for Quarterly Incentives as determined by the Church Media Squad Executive Squad.

Note: *Benefits and policies are subject to change at any time without prior notice.*

Please refer to the latest official company communications for up-to-date information.