

## Safety & Security Officer

### EWTN: Global Catholic Television Network – Irondale, AL

For more information, please go to: <https://www.ewtn.com/employment>

Full-time, onsite in Irondale (Birmingham), AL. **Not remote-eligible.**

#### **HOW YOU WILL IMPACT THE BIG PICTURE:**

As the Safety & Security Dispatcher, you will assist the Safety and Security team in providing camera surveillance monitoring and support to ensure the safety and security of all employees, guests and visitors.

#### **WHAT YOU WILL DO:**

- Monitor surveillance cameras, fire protection systems and other devices from a control room, dispatch calls as necessary and answer phones.
- Assist in creating ID badges and door access cards and distribute ID badges to employees and visitors as appropriate.
- Relay critical information to other security personnel as necessary.
- Provide accurate and timely written or verbal information/instruction to vendors, visitors, pilgrims, or anyone conducting business with the Network related to safety and security matters and EWTN protocol.
- Review and have personal knowledge of the Safety and Security daily postings and instructions.
- Assist with scheduling and check in/out of Company vehicles.
- Participate in department training and drills as necessary.

#### **ABOUT YOU:**

- You possess a High School diploma and have general knowledge of safety and security protocol.
- You have the ability to operate basic office equipment and systems.
- You hold a valid Alabama State Driver's License.
- You are able to work an 8-hour shift, Mon - Fri, with flexibility to work overtime on occasion.
- You have good eyesight (ability to distinguish between colors), are able to lift up to 25 lbs.
- You are computer proficient (Microsoft Outlook, Word, Excel) and able to utilize various forms of communications, e.g., 2-way radio, telephone, texting on mobile phone.
- Your dominant soft skills include: Clear and concise verbal and written communications skills; ability to maintain discretion and confidentiality around sensitive security issues, attentive & courteous to the needs of others.

#### **WHAT YOU'LL LOVE ABOUT WORKING HERE:**

- We offer a career with purpose! Apply your God-given talents, knowing your contributions help advance EWTN's mission of sharing the Gospel with the world.
- Family-oriented working environment. We value the importance of family, and welcome you as an EWTN family member, not just an employee.
- Worship at work! Freedom to participate in daily Mass, Adoration, and prayer throughout your workday.
- Competitive salary and comprehensive benefits package including Health, Dental, Vision, Life insurance and Retirement Savings Plan.
- 11 Paid Holidays and generous Paid Time Off program.
- Tuition reimbursement for online continuing education and degree programs through our partnership with Catholic Distance University.
- Ability to learn alongside legacy employees while bringing new ideas to the growing team!

#### **WHAT TO DO NEXT:**

please email a cover letter, resume and your salary expectations to [humanresources@ewtn.com](mailto:humanresources@ewtn.com). Thank you for considering EWTN and we look forward to hearing from you!

Please send cover letter, resume and salary requirements to: [humanresources@ewtn.com](mailto:humanresources@ewtn.com)