



Job Opening

Interested applicants should submit a **cover letter** and a **resume** to:

Mennonite Community Services
 Attention: HR Manager
 16 Talbot Street East
 Aylmer, ON N5H 1H4

519-765-3026
 hr@mcsn.org

Job Title:	Front Desk Coordinator (80% FTE)
Posting Date:	March 13, 2020
Job Summary:	The Front Desk Coordinator will be responsible to assess the needs of clients and visitors coming into the MCS office and then to direct them accordingly. This includes fielding and directing calls to the appropriate staff. This position also includes coordinating the Volunteer Driver Program and overseeing the Mennonitische Post Bookstore. A knowledge of all MCS programs is essential. Strong administrative skills are required.
Core Competencies:	Candidate must have administrative work experience with strong interpersonal skills; have <u>post-secondary</u> office admin certificate/diplomas; able and willing to work in a team; able to speak English and Low German fluently; have excellent oral and written communications skills; be willing to work some Thursday evenings; enjoy greeting and interacting with people; appreciate different cultural experiences.
Core Job Duties:	Respond to telephone, e-mail, and in-person inquiries from clients, business partners, and stakeholders. Refer all inquiries to the appropriate individuals or programs. Present positive and professional image of MCS. Coordinate volunteers and client appointments for Volunteer Driver Program.
Requirements and Qualifications:	Excellent organizational skills; Excellent oral and written communication; excellent interpersonal skills; willingness and ability to learn new skills; proficient in Microsoft Office; previous work experience; model non-violent peacemaking; participate in staff meetings and MCS events.

Only suitable applicants will be asked to complete an application or be invited for an interview.