



Job Opening

Mennonite Community Services of Southern Ontario (MCS) is a not for profit charity providing services to newcomers and the community. MCS is owned by several area Mennonite Churches who send delegates to serve on the board of directors. MCS seeks to faithfully link resources with needs through its programs of Settlement, Employment, FESPA, Radio and Thrift Store.

Interested candidates should submit a **cover letter** together with a **resume** to:

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

or call 226-544-0380 for details
 email hr@mcson.org

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| Job Title: | Communications Coordinator |
| Starting Date: | October 2022 |
| Hours: | 30 - 40 hours per week |
| Wage: | Salary with Benefits |
| Job Summary: | The Communications Coordinator will be responsible to provide and coordinate public relations on behalf of MCS. The Communications Coordinator will provide oral and written communication for staff and constituents and maintain social media sites in alignment with the MCS Vision, Mission and Values. |
| Job Duties: | <ul style="list-style-type: none"> • Create newsletters for constituents and community • Respond to e-mail, on-line, telephone, and in-person inquiries from the community and/or refer to the appropriate individuals or programs; • Create marketing and media materials; • Maintain and update MCS website and social media channels; • Other related duties as assigned and as position develops. |
| Core Requirements: | <ul style="list-style-type: none"> • Relevant public communications and marketing experience; • Excellent oral and written communication; • Strong attention to detail; • Excellent interpersonal and customer service skills; • Commitment to Jesus centred faith and non-violent peacemaking. |
| Requirements and Qualifications: | <ul style="list-style-type: none"> • Post secondary education in Communications or related field required; • Experience in promotion and social media required; • Advanced computer skills, including MS Office, WordPress, MailChimp and social media required; • Strong organizational and time management skills required; • Sitting/standing/typing/mousing/screen work for extended periods of time • Appreciation for the Low German language, people, and culture • Ability to speak Low German language an asset but not required • Assist with planning and execution of community events • Police check for the vulnerable person sector required upon hire at applicants expense <p>Must be willing to adhere to all health and safety protocols including those related to the COVID-19 pandemic.</p> |

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

MCS is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We welcome applications from all qualified persons. If you require accommodations, please notify us and we will work with you to meet your needs.