



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 Manager
 16 Talbot Street East
 Aylmer, ON N5H 1H4

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

Job Title:	Employment Services (ES) Assistant
Starting Date:	January 4, 2023
Hours:	16 hours per week
Wage:	Depending on Experience
Job Summary:	This position assists in the coordination and management of employment services for MCS and its partners at Aylmer Community Services. This position will also work cooperatively with community partners to meet the needs of clients.
Job Duties:	<ul style="list-style-type: none"> • Schedule appointments for all Employment Consultants within each partnership • Answer telephone and provide information or direct calls to appropriate person • Create client casenote documentation after initial intake appointment • Input statistics and client data into provincial data base; CaMS • Design, create and maintain social media marketing • Other duties as assigned
Core Requirements:	<ul style="list-style-type: none"> • 3-5 years administrative experience; • Strong Microsoft Office and data management skills; • Strong 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 Business Administration or equivalent; • Effective time management and organizational skills • Able to sit/stand/type/mouse for long periods of time • Ability to speak Low German language an asset but not required • Willingness to work some evenings and Saturdays • Police check for 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>
<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.</p>	