



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

Phone: 226-544-0380
 Email: hr@mcson.org

Job Title:	Office Assistant – Summer Position
Starting Date:	May 15, 2023
Hours:	Full time hours, Days
Wage:	\$15.50 per hour
Job Summary:	The Office Assistant position is offered exclusively under the Canada Summer Jobs grant for those under age 29. The position is for youth looking for experience and connections related to administrative and business skills.
Job Duties:	<ul style="list-style-type: none"> • Enter data into case note files • Answer phone and transfer calls as needed • Review social media pages and post according to marketing plan • File conversion to comply with radio program protocol • Edit music files as requested • Key in all information regarding artists and song titles • Other related duties as assigned
Core Requirements:	<ul style="list-style-type: none"> • Relevant administrative and office experience; • Good Microsoft Office skills; • Strong organizational skills; • Effective time management skills • Commitment to Jesus centred faith and non-violent peacemaking
Requirements and Qualifications:	<ul style="list-style-type: none"> • Excellent customer service skills; • Excellent oral and written communication; • Able to sit/stand/walk/type/mouse for long periods of time • Appreciation for the Low German language, people, and culture an asset • Ability to speak Low German language an asset but not required • Police check for the vulnerable person sector required upon hire at applicants expense <p>Must be willing to adhere to health and safety protocols including any related to COVID-19.</p>

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

Note: This position is dependant upon funding by Canada Summer Jobs