



# 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: Human Resources  
16 Talbot Street East  
Aylmer, ON N5H 1H4

Phone: 226-544-0380  
Email: [hr@mcson.org](mailto:hr@mcson.org)

<b>Job Title:</b>	Radio Coordinator and Host
<b>Starting Date:</b>	As Soon As Possible
<b>Hours:</b>	37.5 hours per week. Days, some evenings and weekends. Flexible hours required.
<b>Wage:</b>	Base Salary \$44,000+ per year (depending on experience), plus full benefits
<b>Job Summary:</b>	The Radio Coordinator and Host will provide coordination and guidance to daily operations of the radio. They will ensure appropriate content is produced and broadcasted. They will engage with the local community to increase MCS supporters through marketing and advertising.
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Coordinate work schedules for staff and volunteers</li> <li>• Respond to email, phone or in-person inquiries</li> <li>• Host regular radio programming and conduct interviews with guests</li> <li>• Assist in the organization and hosting of public and community events</li> <li>• Complete monthly and annual reports to various organizations (such as CRTC, SOCAN, CMRRA)</li> <li>• Ensure radio and technical equipment is functioning properly and receives regular maintenance</li> <li>• Other duties as assigned</li> </ul>
<b>Qualifications &amp; Requirements:</b>	<ul style="list-style-type: none"> <li>• 3+ years leadership experience;</li> <li>• Ability to speak Low German and English fluently;</li> <li>• Relevant radio broadcasting experience;</li> <li>• Strong computer and Microsoft Office knowledge;</li> <li>• Strong networking skills and familiar with local community;</li> <li>• Effective time management and organizational skills;</li> <li>• Excellent oral and written communication;</li> <li>• Police check for the vulnerable person sector required upon hire at applicants expense; and</li> <li>• Commitment to Jesus centred faith and non-violent peacemaking</li> </ul>
<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.</p>	