



# Job Opening

Mennonite Community Services of Southern Ontario (MCS) is a Christian charity providing services to newcomers and the community. MCS is owned by several area Mennonite Churches who elect 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** and 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>	Assistant Director (Temporary – 3-month term – Potential for permanent position)
<b>Starting Date:</b>	As soon as possible
<b>Hours:</b>	30 hours per week. Days. Some evenings and Saturdays. Must be flexible.
<b>Wage:</b>	Base Salary \$3,800+ per month (depends on experience) plus full benefits
<b>Job Summary:</b>	<p>The Assistant Director will assist in the management of commercial operations for the MCS Plaza and Aylmer Thrift Store along with other lease agreements. They would also oversee maintenance and facilities for MCS.</p> <p>There may be opportunity for a permanent position within another program after the term is completed.</p>
<b>Job Duties:</b>	<p><u>Social Enterprise Management</u></p> <ul style="list-style-type: none"> <li>• Manage day to day operations for MCS social enterprises</li> <li>• Review and negotiate lease agreements</li> <li>• Coordinate and execute special projects to ensure their success</li> <li>• Manage budgets for all social enterprise/leasing activity, track progress and report on variances</li> <li>• Other duties as assigned</li> </ul> <p><u>Facilities Management</u></p> <ul style="list-style-type: none"> <li>• Provide guidance and leadership to employees, volunteers and contractors in the delivery of facilities maintenance, up to and including:             <ul style="list-style-type: none"> <li>○ Building Maintenance, Cleaning</li> <li>○ Grounds Maintenance</li> <li>○ I.T and Telephone</li> <li>○ Commercial tenants</li> </ul> </li> <li>• Carry out regular maintenance checks for all MCS properties</li> <li>• Other duties as assigned</li> </ul>

<p><b>Core Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Relevant management and negotiation experience</li> <li>• Post Secondary education or equivalent, 6+ years experience in leadership</li> <li>• Strong problem-solving skills</li> <li>• Effective time management skills</li> <li>• Commitment to Jesus centred faith and non-violent peacemaking</li> </ul>
<p><b>Requirements and Qualifications:</b></p>	<ul style="list-style-type: none"> <li>• Strong organizational skills</li> <li>• Strong Microsoft Office skills</li> <li>• Excellent oral and written communication</li> <li>• Excellent interpersonal skills</li> <li>• Hours must be flexible, willingness to work some evenings and Saturdays</li> <li>• Able to sit/walk/type/mouse/screen work for long periods of time</li> <li>• Ability to lift up to 30 lbs. and exert 11 to 25 lbs. of force regularly</li> <li>• Appreciation for the Low German language, people, and culture</li> <li>• Ability to speak Low German language an asset but not required</li> <li>• Police check for the vulnerable person sector required upon hire at applicants' expense</li> </ul> <p>Must be willing to adhere to all health and safety protocols required by Public Health.</p>
<p>Only suitable applicants will be asked to complete an application or be invited for an interview.          Artificial Intelligence (AI) is not used in the review of resumes or applications.          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>	