



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 the board of directors. MCS seeks to faithfully link resources with needs through its programs of Settlement, Employment, Family Education & Support, Radio and Thrift Stores.

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@mcsn.org

Job Title:	Business Director (New, Permanent Position)
Application Deadline:	July 18, 2026
Starting Date:	August 1, 2026
Hours:	30 - 37.5 hours per week. Days, Evenings and Saturdays
Wage:	Base salary \$48,000+ per year, depending on experience, plus benefits
Job Summary:	The Business Director is accountable for overseeing MCS's revenue generating programs and facilities. This would include financial operations. The Business director will embody the values of MCS, fostering a philosophy of faith, and innovation while upholding compliance with regulatory standards and ethical practices, ensuring all revenues are invested back into MCS and its programs.
Job Duties:	<p><u>Operations:</u></p> <ul style="list-style-type: none"> • Oversee commercial operations and finances • Oversee building maintenance and contracts • Review, negotiate, and maintain multiple lease agreements • Identify opportunities that support programs in alignment with MCS's vision and present these to the Executive Director <p><u>Financial Management:</u></p> <ul style="list-style-type: none"> • Assist in the financial management of MCS • Ensure financial controls are followed • Assist with the preparation of annual budgets • Work in collaboration with bookkeeper and auditor to maintain financial records <p><u>Team Management:</u></p> <ul style="list-style-type: none"> • Assist in training, and creating a strong team of employees • Manage and mentor store supervisory staff • Review performance and potential for growth of reporting staff annually

<p>Requirements and Qualifications:</p>	<ul style="list-style-type: none"> • Relevant financial and negotiation experience • Post Secondary financial/business education or significant experience • Experience within a not-for-profit charity an asset • 6+ years experience in leadership • Strong problem-solving skills • Effective time management skills • Strong organizational skills • Excellent customer service and interpersonal skills • Excellent oral and written communication • Good Microsoft Office skills • Appreciation for the Low German language, people, and culture an asset • Ability to speak Low German language an asset • Commitment to Jesus centred faith and non-violent peacemaking • Hours must be flexible, willingness to work some evenings and Saturdays • Police check for the vulnerable person sector required upon hire at applicants' expense • Must be willing to adhere to all health and safety protocols required by Public Health
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A complete list of job duties is found on the job description.
 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.