



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@mcsn.org

Job Title:	Radio Manager
Starting Date:	September 1, 2024
Hours:	30 hours per week. Days, Evenings and Saturdays
Wage:	Base Salary \$48,000+ per year (depending on experience), plus full benefits
Job Summary:	The radio manager will provide leadership and oversight to daily operations of the radio. The manager will supervise staff and volunteers to ensure appropriate content is produced and broadcasted. The Radio Manager will also engage with community members and listeners for continued feedback about programming and to gain sponsorships and/or to sell advertising spots
Job Duties:	<ul style="list-style-type: none"> • Assist staff and volunteers in producing, evaluating and re-using audio programs • Host regular programming and conduct interviews with guests • Ensure that quality broadcasting occurs each day and is in agreement with the radio station's license • Complete and file monthly and annual reports/returns to Canadian Radio-Television and Telecommunications Commission (CRTC), Industry Canada, and Statistics Canada, SOCAN • Develop and implement radio marketing plans which include social media, advertising sales and other initiatives • Ensure radio and technical equipment (transmitter, soundboards, mixing boards etc.) is functioning properly and receives regular maintenance • Other duties as assigned
Core Requirements:	<ul style="list-style-type: none"> • 5+ years management or supervisory experience; • Relevant radio broadcasting experience; • Strong computer and technical skills; • Strong networking skills and familiar with local community; • Effective leadership skills; • Effective time management skills; • Ability to speak Low German language • Commitment to Jesus centred faith and non-violent peacemaking

<p>Requirements and Qualifications:</p>	<ul style="list-style-type: none"> • Post Secondary education in Communications or relevant experience; • Strong organizational skills; • Excellent oral and written communication; • Excellent interpersonal skills; • Ability to work within a team and independently when required; • Strong problem solving skills; • Strong decision making and judgement skills; • Good Microsoft Office skills; • Able to sit/mouse/type/screen work for extended periods of time • Excellent customer service skills; • Appreciation for the Low German language, people, and culture; • Willingness to work some evenings and Saturdays; • Must have own vehicle; • Police check for the vulnerable person sector required upon hire at applicants expense <p>Must be willing to adhere to all health and safety protocols required by Public Health.</p>
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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.