



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@mcsos.org

Job Title:	Radio Coordinator and Host
Starting Date:	February 2025
Hours:	37.5 hours per week. Days, some evenings and weekends. Flexible hours required.
Wage:	Base Salary \$44,000+ per year (depending on experience), plus full benefits
Job Summary:	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 also engage with community members by providing oral and written communications to increase MCS supporters through marketing, sponsorships and advertising.
Job Duties:	<ul style="list-style-type: none"> • Coordinate work schedules for staff and volunteers • Respond to email, phone or in-person inquiries • Host regular radio programming and conduct interviews with guests • Assist in the organization and hosting of public and community events • Complete monthly and annual reports to various organizations (such as CRTC, SOCAN, CMRRA) • Ensure radio and technical equipment (transmitter, soundboards, mixing boards etc.) is functioning properly and receives regular maintenance • Other duties as assigned
Qualifications & Requirements:	<ul style="list-style-type: none"> • 3+ years leadership experience; • Ability to speak Low German and English fluently; • Ability to speak High German and Spanish a benefit; • Relevant radio broadcasting experience; • Strong computer and radio equipment knowledge; • Strong networking skills and familiar with local community; • Effective time management skills; • Strong organizational skills; • Excellent customer service skills; • Excellent oral and written communication;

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| | <ul style="list-style-type: none">• Good Microsoft Office skills;• Appreciation for the Low German language, people, and culture an asset• Willingness to work some evenings and Saturdays• Police check for the vulnerable person sector required upon hire at applicants expense; and• Commitment to Jesus centred faith and non-violent peacemaking |
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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.