JOB OPPORTUNITIES

     **Eastern Mennonite School** (K-12) is seeking additional **substitute teachers**. Please contact the EMS front office by calling (540) 236-6000 or emailing fairfieldc@emhs.net for more information on to apply.

     **Consider serving at Lezha Academic Center**, which is in critical need of teachers this next school year and is seeking persons who will go for a 4-week, 8-week or semester-long segment to help staff the school this year. Virtually all subjects are needed. VMMissions works in partnership with LAC and has sent teachers there since its formation six years ago. (Term length and qualifications are flexible). Learn more about the school at <http://www.albanianchristianschool.org/> and the assignment at <http://vmmissions.org/service-opportunity/teacher/>

     **Our Community Place** (OCP) is seeking an organized and entrepreneurial food- and people-lover to serve as **Kitchen Coordinator**. This full-time position starts in mid-February. The Kitchen Coordinator will join the management team to carry out the mission and vision of Our Community Place, and will oversee all food-related systems. OCP is a Christian organization in Harrisonburg, VA that seeks to cultivate a community of restoration and hope, while welcoming all and recognizing and honoring the inherent dignity and value of every person. OCP is particularly dedicated to including in our work and activities individuals dealing with poverty and difficult life circumstances. Learn more at [www.ourcommunityplace.org](http://www.ourcommunityplace.org).

     **Mennonite Economic Development Associates** (MEDA) invites applications for **Chief Strategic Engagement Officer** to join our Executive Leadership Team. MEDA is an association of compassionate women and men who invest in people living in poverty around the world so they can unleash their potential to earn a livelihood to provide for their families and enrich their communities. To learn more about MEDA and our work, please visit [www.meda.org](http://www.meda.org/). A full time opportunity, with a preference to be based in the Waterloo, Ontario MEDA Headquarters or our Lancaster PA Office, this position will involve regular domestic and international travel. This unique position is a chance to use your significant leadership and technical expertise to make a difference.  Desired start date is early 2017. Further details about the CSEO position and the application process are available here:  [CSEO Job Posting](https://meda.bamboohr.com/jobs/view.php?id=13)

     **Virginia Mennonite Retirement Community** in Harrisonburg, Va., seeks a **Supportive Living Chaplain**, a full-time position responsible for providing pastoral care, counseling, and worship leadership with primary assignment to residents of Complete Living Care and Assisted Living, and also assists with crisis spiritual needs of VMRC residents in independent living. Qualified applicants should model a Christian lifestyle, hold license/ordination credentials with a minimum of 3 years’ experience in pastoral care, counseling, prayer, teaching, preaching, worship leading, and administration. Theological education equivalent to 3 years of Seminary study and pastoral care with geriatric focus; Clinical Pastoral Education and/or graduate degree in behavioral health preferred.  Please see [www.vmrc.org/employment](http://www.vmrc.org/employment) for additional information and to access the online employment application.  Email [recruiter@vmrc.org](mailto:recruiter@vmrc.org) or call 540.437.4356 with questions.

     **Eastern Mennonite University** is seeking applicants for a part-time **Assistant** for the **Wellness Suite**. The assistant is responsible for providing overall customer service for the Wellness Suite. The position is specifically responsible for direct service to Career Services and Health Services including: scheduling, word processing, data entry, marketing assistance, coordinating/supervising work-study students as assigned and other general office duties. Qualifications: high school diploma required, bachelor’s degree preferred. Two years office experience required. Submit application, resume and three references to: [hr@emu.edu](mailto:hr@emu.edu). For more information visit our website at <http://emu.edu/hr/openings/>. EMU is an equal opportunity employer, committed to enhancing diversity across the institution.EMU conducts criminal background investigations as part of the hiring process.

     **Eastern Mennonite University** is seeking applicants for an **Assistant in the Office of Development**. The full-time development assistant is responsible for: receipting, tracking and reporting all contributions, including payroll and online gifts; database maintenance and report generation; establishing and implementing the strategy for University Fund phonathon, and administrative assistance for other development personnel. Includes some irregular evening hours. Bachelor’s degree in accounting, business administration or related field preferred. Submit application, resume and three references to: [hr@emu.edu](mailto:hr@emu.edu). For more information visit our website at <http://emu.edu/hr/openings/>. EMU is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.

     **Eastern Mennonite University** seeks a **Director of Master of Arts in Education and Tenure-Track Faculty Position**. Qualifications: An earned doctorate in education and experience as a P-12 educator along with strong leadership, administration, program development, and marketing experience preferred. Teacher licensure, higher education experience, scholarly research, experience with restorative justice in education, and knowledge of CAEP (formerly NCATE) desirable. For more information please check the EMU website: emu.edu/hr/openings/Director\_of\_Master\_of\_Arts\_in\_Education.pdf

     **Eastern Mennonite University** is seeking applicants for a **Phonathon Coordinator** for the Department of Development. The phonathon coordinator is responsible to the development office coordinator for establishing and implementing the strategy for University Fund phonathon to increase the alumni giving participation as one key element of the development office’s larger strategy for donor relations. This position is part of the development support team.  Position is part-time, 10 hours per week for 9 months. Bachelor’s degree preferred. Submit application, resume and three references to: [hr@emu.edu](mailto:hr@emu.edu). For more information visit our website at <http://emu.edu/hr/openings/> . EMU is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.

     **Eastern Mennonite University** is seeking applicants for a **Development Assistant** for the Department of Development. The development assistant is responsible to the development office coordinator for assistance in: receipting, tracking and reporting of all contributions made to the institution; database maintenance and report generation; interfacing with payroll coordinator in human resources to process faculty/staff contributions through payroll; administrative assistance for other development personnel as requested. Position is ¾ time. Bachelor’s degree preferred. Submit application, resume and three references to: [hr@emu.edu](mailto:hr@emu.edu). For more information visit our website at <http://emu.edu/hr/openings/> . EMU is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.