

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. VMissions 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.

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. 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](#)

Media for Living, publisher of *Valley Living* magazine, seeks to hire a **part-time sales representative**. We offer an established client list and publish quarterly. As part of the sales team, you will sell print and online advertising and be responsible for developing advertising leads. Must be self-motivated with a desire to meet or exceed sales goals. Experience in customer service, publishing and sales a plus. Flexible schedule – set your own hours and work from home. For more information, visit www.valleyliving.org. Submit cover letter and resume to info@valleyliving.org. For questions, call [540-433-5351](tel:540-433-5351).

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.vmmc.org/employment for additional information and to access the online employment application. Email recruiter@vmmc.org or call 540.437.4356 with questions.

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. 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 full-time **Custodian for Facilities Management**. Responsible for routine and special coverage in any of your team's buildings as assigned by the team lead custodian. A twelve month position, mainly Monday through Friday, with occasional extra or weekend time required to cover special events. Qualifications: High school diploma required. Custodial experience helpful. Ability to perform cleaning procedures in a dependable and conscientious manner. A team player, able to work with others or alone as the situation demands. Good communication and relational skills needed in relating to other staff and building users. May be exposed to chemical, mechanical or electrical hazards. May be exposed to dust, fumes and odoriferous working conditions. May be required to lift, push or pull up to 50 pounds. Will need to be on feet most of work time, and be able to use both hands unhindered. Submit application, resume and three references to: 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 applicants for a full-time **Marketing and Admissions Advisor** in the department of **Nursing**. The Marketing and Admissions Advisor is responsible for recruiting new and/or returning students to EMU. This includes regular visits to Community Colleges, hospitals, and other local health care facilities where nurses are employed. Maintains accurate admissions data and executes enrollment communication plan from inquiry to matriculation. Facilitates one-to-one recruitment through relationship development and communication with prospective students. Markets the nursing programs using social media, on and off-site recruitment events and personal contacts. Bachelor's degree required. Written and verbal skills, database experience, and sales and marketing experience necessary. For more information visit: <http://emu.edu/hr/openings/>. Submit application, resume, and three references to: hr@emu.edu. EMU is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.

MennoMedia is seeking a friendly, competent, part-time and temporary **Administrative Assistant** for a wide variety of office support services. The job includes clerical and financial tasks, and assisting visitors. We need someone with good people skills and at least two years of experience with Word, Excel and databases, who is eager and willing to learn new tasks and software programs. This job offers 20 hours per week, hours are somewhat flexible, and paid vacation and sick time. Email resume and cover letter to paulineh@mennomedia.org. No phone calls, please.

MennoMedia has an immediate opening for a part-time, temporary, entry-level **Warehouse/Shipping Assistant**. Basic computer skills and the ability to operate shipping/warehouse equipment are needed. Forklift certification is a plus. Please email your resume and cover letter to paulineh@mennomedia.org No phone calls, please.