

# **JOB OPPORTUNITIES**

**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/>

**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](#)

**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](http://www.valleyliving.org). Submit cover letter and resume to [info@valleyliving.org](mailto:info@valleyliving.org). For questions, call 540-433-5351.

**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** 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](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 applicants for a full-time Hardware Support Analyst in the department of Information Systems. The Hardware Support Analyst works closely with other User Services personnel on the IS staff to assure a high level of user satisfaction with all aspects of workstation operation and support across campus. The ability to work in teams and communicate effectively, ability to learn new technical environments, along with working with end users with various levels of technical ability necessary. A bachelor's degree in computer science or related field or equivalent experience required. For more information visit: <http://emu.edu/hr/openings/>. Submit application, resume, and three references to: [hr@emu.edu](mailto: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.

**Eastern Mennonite University** is seeking applicants for a part-time Staff Writer for the department of Marketing and Communications. The staff writer generates content as assigned by the editor-in-chief, website project manager and strategist and department director. The writer also posts content to the EMU news blog and website. Bachelor's degree is required. Professional journalism experience preferred. Knowledge of EMU, Mennonite Church USA and/or Anabaptism is strongly preferred. Submit letter of application, resume and the contact information for three references to: Human Resources, 1200 Park Road, Harrisonburg, VA 22802, [hr@emu.edu](mailto:hr@emu.edu). For more information visit our website at [www.emu.edu/humanresources](http://www.emu.edu/humanresources). Persons who bring diversity are encouraged to apply. EOE.