



Preparing competent Christian leaders
with the church, for the church.

MCS Ambassador: Ontario Districts

Type of Position	MCS Ambassador
Reports to	HCS VP Community Relations (primary); MCS Executive VP (secondary – institutional events)
Committee Reports	Recruitment team, events team

MCS invites applications for a full-time **MCS Ambassador to the Ontario districts**.

Established in 1939, MCS continues to prepare graduates to take their place with thousands of alumni who have served or are currently serving in vocational and lay ministry in Canada and around the world. In November 2023, MCS and Horizon College & Seminary signed a partnership letter of intent to share curriculum, resources, faculty, and staff cross-provincially in a lean and sustainable collaborative operating model. MCS has moved to a new campus in Mississauga while also establishing church-based learning hubs across Eastern Canada to prepare competent Christian leaders with the church, for the church.

Job Purpose Summary

The MCS Ambassador advances MCS' mission through effective external engagement, including recruitment strategies, relationship management, and community outreach. Additionally, the MCS Ambassador works collaboratively with MCS staff to ensure the effective support and deployment of MCS ministry teams.

Primary Duties and Responsibilities

- Execution of a clearly articulated MCS Student Recruitment strategy (external) which includes:
 - Represent MCS at recruitment events (e.g., youth convention, church visits, camps, etc.)
 - Represent the institution at events such as the PAOC District Conferences, PAOC General Conferences, MCS Open Houses, etc.
- Actively promote MCS' mission, vision, and values to various stakeholders.



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- Building and maintaining professional relationship with PAOC Credential-holders and MCS stakeholders leading to goodwill and long-term partnership.
- Following up with prospective students and generating follow-up information re: prospective students and providing it to the Admission Team for follow-up.
- Works collaboratively as part of a combined MCS and Horizon College & Seminary Recruitment team.

Secondary Duties and Responsibilities

- Supporting promotional events, including:
 - Travel Teams Coordination & “Kit” Assembly
 - Working with vendors to ensure adequate supply of promotional materials.
- Broad collaboration within committees or working groups appointed to you by the VP Community Relations.

Role Specific Competencies

- Welcome and engaging demeanor toward potential students, PAOC-credential holders, and other denominational partnership leaders.
- Excellent interpersonal and communication skills.
- Collaborative and able to participate in cross-institutional teams.
- Able to learn and articulate MCS’ academic offerings.
- Possess minimum of a bachelor’s degree, preferably from MCS or any of its other names.
- Basic computer literacy to work with various computing platforms (MS Office, MS Teams, Populi, etc.)
- Teachable, humble, committed to advancing MCS’ particular mission, vision, and values.
- Attention to detail in data communication and collection.
- Willingness and ability to travel, representing MCS with the highest level of integrity, confidentiality, and professionalism.

Terms, Compensation and Reimbursement:

- This is a full-time (40 hours/week) contract position (1-year).
- Shall be remunerated at an annual rate of \$45,760 - \$49,920, depending on experience, plus benefits following a three-month probation period.



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- Travel expenses will be reimbursed according to MCS' policies and must be submitted according to MCS policy. At the direction of the VP Community relations, you may be provided a rental vehicle to reduce overall travel costs.
- You will be paid vacation time at MCS' current rate.

Applications

To apply, please submit the following:

- Your resume.
- A cover letter that addresses the following questions:
 - How would you represent MCS' mission, vision, and values to prospective students and stakeholders at recruitment events?
 - Describe a time when you successfully built and maintained a long-term professional relationship. How would you apply those skills to develop relationships with PAOC Credential-holders and MCS stakeholders?

Applicants should email their application package, preferably in PDF format, to assistant@horizon.edu with "Attention Carmen" in the subject line.

All materials must be received by November 15, 2024. All qualified candidates are invited to apply; however, Canadian citizens and permanent residents of Canada will be given priority and only those we wish to interview will be contacted.