



## **Mennonite Disaster Service**

### **Position Open**

**Position Title:** Communications Administrative Assistant  
**Job Status:** Full-Time/non-exempt  
**Location :** Lititz, PA  
**Revised:** November 29, 2021

#### **Primary Responsibility**

Provide communications support for volunteers within units and regions, the media and the Communications department.

#### **Reporting Relationships**

Reports to the Communications Manager (CM)

#### **Responsibilities**

##### **1. Point person for units/regions**

- Develop and maintain relationships with unit/region leadership and communicators
- Collaborate with unit/region communicators on shared projects
- Assist the units and regions with their communication needs
- Participate in unit/region communicator meetings on a monthly basis

##### **2. Point person for Media Relations**

- Develop and maintain relationships with media across the U.S. This includes TV, radio, newspapers, bloggers, denominational media, etc.
- Arrange media opportunities for staff and volunteers from units/regions
- Pitch MDS story ideas to media to increase awareness of projects
- Organize and facilitate media tours
- Distribute press releases to the public and constituency media

##### **3. Production Coordination/Management – Coordinate the production of print, electronic, and audio/visual materials to communicate with donors, volunteers and the general public**

- Oversee the production schedule and distribution of MDS' three newsletters, including printing and mailing (*Behind the Hammer*, *Volunteer Update*, *On the Level*)
- Collaborate with the CM and others on the creation of *Behind the Hammer*
- Coordinate and manage the production of videos, including the creation of short in-house videos
- Support staff, units/regions and our constituency in their video, PowerPoint presentations
- Gather content and publish the *Volunteer update* and *On the Level* newsletters
- Copyedit and ensure consistency across organization communications

##### **4. Communications Department administrative support**

- Responsible for the upkeep and maintenance of the digital archive of photos and stories
- Take minutes for team meetings
- Maintain the department calendar – project timelines, travel, etc.

- Manage the promotional and swag inventory and respond to request for items
- Manage the MDS speaker's calendar and preparation for MDS presence at church conferences
- Coordinate MDS' displays for use in a variety of venues and work with CM on the creation and facilitation of displays
- Coordinate MDS business cards, stationery, and volunteer badges
- Assist CM with media training for staff and volunteers
- Promote MDS at meetings and conferences as requested
- Manage Lititz office sign
- Write occasional stories and press releases as required

5. **Other:**

- Member of the Communications team
- Other duties as assigned
- Perform at least one 'reporter' trip per year to unit/region projects

### **Qualifications**

- Knowledge of and passion for the MDS mission, vision and core values.
- Commitment to the Anabaptist faith and peace position and active in an Anabaptist church
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- 3-5 years of experience in communications or a related field required
- Associate degree in communications or a related field

### **Essential Skills**

- Demonstrated computer literacy with Microsoft Office Suite and experience using website management software. Familiarity with Adobe Creative Suite and Constant Contact a plus
- Knowledge of Word Press or similar web platforms.
- Experience working in graphic design
- Basic audiovisual knowledge and experience
- Strong written, oral and interpersonal skills
- Detail oriented and organized
- Ability to adapt rapidly to evolving priorities and deadlines
- Ability to take initiative as well as work as part of a team and organize own activity
- Availability and willingness to travel approximately 10% time
- Physical requirements: Work is mostly sedentary with long periods of time at a computer terminal and on the phone
- Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and in commercial vehicles, there is little risk of danger

Resumes may be emailed to [jobs@mds.org](mailto:jobs@mds.org) or mailed to:

Mennonite Disaster Service  
Attn: Human Resources  
583 Airport Rd  
Lititz, PA 17543