



Mennonite Disaster Service

Position Open

Position Title: Communications Administrative Assistant
Job Status: Part-Time/non-exempt (24 hrs per week)
Location : Lititz, PA
Revised: March 22, 2022

Primary Responsibility

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

Reporting Relationships

Reports to the Communications Manager (CM)

Responsibilities

1. 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
- Promote MDS at meetings and conferences as requested
- Manage Lititz office sign

2. Production Timeline Management – Coordinate the production schedule of print, electronic, and audio/visual materials

- Manage the production schedule and distribution of MDS' three newsletters, including printing and mailing (Behind the Hammer, Volunteer Update, On the Level)
- Coordinate the scheduling for video production
- Support staff, units/regions with templates and training to improve communications with our constituency
- Gather content and publish the *Volunteer update* and *On the Level* newsletters
- Copyedit and ensure consistency across organization communications

3. 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 monthly meetings

4. Point person for Media Relations

- Connect media inquiries with appropriate MDS staff and volunteers
- Organize and facilitate media tours
- Distribute press releases and other content to religious and secular media

5. Other:

- Member of the Communications team
- Other duties as assigned

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 administrative support or a related field required
- High School diploma/GED required

Essential Skills

- Demonstrated computer literacy with Microsoft Office Suite and experience with digital asset management software. Familiarity with Adobe Creative Suite and Constant Contact a plus
- Knowledge of Word Press or similar web platforms.
- Detail oriented and organized
- Strong written, oral and interpersonal skills
- 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 or mailed to:

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