



## **Mennonite Disaster Service**

**Position Title:** Regional Operations Coordinator (Region 3)

**Job Status:** Full-Time/exempt position

**Location:** Mennonite Disaster Service (MDS) home-based (Within Region 3 – Central States, West of the Mississippi)

**Revised:** December 8, 2022

### **Primary Responsibility**

Oversee all MDS project operations in the Region and facilitate volunteer engagement in the investigation and development of projects.

### **Reporting Relationships**

Reports to the Region Board Chair (RBC)

### **Key Responsibilities:**

#### **1. Investigation and Early Response – At the direction of the RBC in collaboration with Unit Chairs and the Field Operations Manager (FOM):**

- Conduct disaster investigation and response when disasters occur
- Identify and coordinate resources for early response.
- Recommend next steps to the RBC and FOM following investigation
- Oversee mobilization and coordination of Early Response
- Assist in the transition from early response to long term recovery as needed

#### **2. Project Development – In collaboration with the RBC, Unit Chairs, the FOM and Long-Term Recovery Groups (LTRG's):**

- Provide oversight to MDS projects within the Region. Provide oversight to Project Coordinators or Project Directors
- Recruit, appoint and mentor Project Coordinators for each long-term project
- Assist with identifying and establishing the four pillars needed to begin and sustain MDS projects.
  - meaningful work, materials and operations funding, accommodations and volunteers (as requested)
- Support the development of LTRG's as it intersects with MDS' need for case management and understanding of unmet housing needs
- Assist the Units & Region to obtain equipment and vehicles

#### **3. Equipping and Preparing – in collaboration with the RBC and Unit Leadership, ensures workshops for:**

- Unit officers in their respective roles
- Congregational Contact Persons (CCP's)
- Unit volunteers to investigate disasters, assess needs and opportunities and recommend potential follow up
- ERT's
- Project Coordinators (PCs) - this includes helping identify, appoint and mentor potential Project Coordinators

#### **4. Collaborate with the RBC assisting administrative, operational and other activities:**

- Develop and maintain relationships with unit leadership in the region
- Manage administration of major foundational grant.
- Develop and maintain relationships with Voluntary Organizations Active in Disaster (VOADs), and other like-minded organizations and government officials
- Promote MDS at church conferences and conventions
- Identify and recruit leadership volunteers
- Other duties as requested

#### **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
- Three to five years of experience working with volunteers and volunteer groups
- Three to five years of experience and a high comfort level with teaching, training, and mentoring
- One to two years of training in disaster management, project management or related field
- One or more years of experience working with people of another culture

#### **Essential Skills:**

- Excellent public speaking skills
- Ability to interact, collaborate, and communicate well with people
- Ability to manage conflict in a positive manner
- Self-motivated and ability to organize and follow a work plan
- Understanding and knowledge of the disaster response field
- General residential construction experience and knowledge a plus
- Experience in social or development work a plus
- Availability and willingness to travel approximately 50% time
- Physical requirements: Work involves some physical exertion, such as standing for long periods of time, recurring bending, stretching, or reaching
- Work environment: Involves moderate risks or discomforts which require special safety precautions

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

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