



**Mennonite
Disaster
Service**

Position Open

Position Title: Administrative Assistant – Region 4
Job Status: Part-time (some seasonality, 10-19 hours per week – with potential for increased hours as the position develops)
Location : Home based – in Region 4 (U.S. West Coast)
Revised: August 4, 2023
Wage: \$17.88/hr. to \$22.23/hr.

Primary Responsibility

Provide administrative support to the Region and Units within the region

Reporting Relationships

Reports to the Region Board Chair (RBC) for Region 4.

Responsibilities

Administrative Support

- Assist RBC in planning, preparation, agenda setting, logistics of board meetings, and board member travel
- Provide administrative support for the region and all units and projects as requested
- Provide administrative support for the RBC and Regional Operations Coordinator (ROC), as requested
- Participate in region and unit Board meetings as requested
- Assist units with database maintenance and reporting of volunteer and congregation information
- Assist units with the development and distribution of unit and region newsletters
- Collect annual reporting required of the region and all units
- Manage the Region 4 Church Contact Person (CCP) newsletter
- Assist with Region 4 CCP implementation
- Assist Units in the use of resources available to them.

Other Tasks

- Participate in general staff calls, meetings, and retreats
- 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
- Requires high school diploma or equivalent
- Requires three (3) or more years' experience with administrative support.

Essential Skills

- Proficient in Microsoft Office Suite and reporting tools
- Ability to interact well with people in person, on the phone and electronically, including a diverse constituent group
- Detail oriented with strong organizational skills
- Availability and willingness to travel up to 10% time
- Adept with databases and information technology collaboration tools
- Physical requirements: Work is mostly sedentary with long periods on the phone and at a computer terminal.
- 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 sent to jobs@mds.org or mailed to:

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