



**Mennonite
Disaster
Service**

Position Open

Position Title: Program Administrative Assistant
Job Status: Part-time/non-exempt (seasonal, May-Aug approx. 20hrs, Sep-Apr approx. 29hrs)
Location : Lititz, PA
Revised: July 31, 2023
Wage: \$17.88/hr. to \$22.23/hr.

Primary Responsibility

Provide administrative support to the Field Operations team.

Reporting Relationships

Reports to the Field Operations Manager (FOM) and also takes assignments from the Fleet and Logistics Manager (FLM).

Responsibilities

Administrative Support

- Collecting, maintaining and archiving project information
- Maintain vehicle and equipment documentation, including vehicle titles, registrations, insurances, maintenance records and the processing of driver applications
- Manage MDS mobile communication devices
- Assist with financial reporting for Field Operations, including, but not limited to, monthly fuel and cell phone accounts, Field Operations staff credit card reports, and Project Coordinator reimbursements
- Maintain the digital standard operating procedures guidebook
- Compile/produce the *On the Project* newsletter
- Coordinate and schedule calls, meetings and travel arrangements for Field Operations staff
- Record and distribute minutes from project calls/meetings
- Collaborate with the Communications department to procure and distribute program materials and supplies
- Support project leadership with questions they have that relate to the Program Administrative Assistant tasks

Other Tasks

- Member of the Field Operations team
- Participate in general staff meetings and calls
- 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

- Associate degree or certificate in administration, logistics or related field
- Three to five years of administrative support experience required

Essential Skills

- Proficient in Microsoft Office, especially spreadsheets, email, database and reporting tools
- Detail oriented with strong organizational skills
- Good verbal and written communication skills
- Ability to interact with and be sensitive to a diverse constituent group
- Demonstrated ability to communicate well on the telephone and respond in a timely manner
- Well-developed problem-solving skills
- Collaborates well with others
- Creates, organizes, and follows a work plan while being flexible to changing priorities
- Ability to work as a team member, and independently without supervision
- Availability and willingness to travel up to 5% time
- Physical requirements: Involves some physical exertion, such as standing for long periods of time, recurring bending, stretching, reaching or spending long periods at a computer terminal. The work may require recurring moving of items weighing between 20-50 lbs.
- 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