



Mennonite Disaster Service

Position Open

Position Title: Region 1 Operations Coordinator
Job Status: Full-Time/exempt position
Location: home-based (Within Region 1 – U.S. East Coast)
Salary: \$73,500 - \$91,400
Revised: September 13, 2024

Primary Responsibility

Oversee all Mennonite Disaster Service (MDS) project operations in the Region and facilitate volunteer engagement in the investigation and development of projects.

Reporting Relationships

Reports to the Region 1 Board Chair (RBC)

Key Responsibilities:

- 1. Investigation and Early Response – At the direction of the RBC in collaboration with Unit leadership 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

- 3. Equipping and Preparing – In collaboration with the RBC, Unit Leadership and the Training Specialist, ensure training 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
 - Early Response Teams
 - 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
- Develop and maintain relationships with Voluntary Organizations Active in Disaster (VOADs), and other like-minded organizations and government officials
- Assist the Units & Region to obtain equipment and vehicles
- Promote MDS at church conferences and conventions
- Identify and recruit leadership volunteers in collaboration with the Volunteer Development Coordinator
- Member of the Operations team
- 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