



Mennonite Disaster Service

Position Open

Position Title: Administrative Assistant – Region 3
Job Status: Part-time - 20 hours per week (some seasonality, 20-28 hours per week)
Location : Home based – in Region 3 (Central States, West of the Mississippi)
Revised: March 6, 2025
Wage: \$20.86 - \$25.93 an hour

Primary Responsibility

Provide administrative support to the Region and Units within the region

Reporting Relationships

Reports to the Region Board Chair (RBC) for Region 3.

Responsibilities

Administrative Support

- Provide administrative support for the units, the RBC and Regional Operations Coordinator (ROC), including travel, budgets, coordinating and scheduling calls and meetings
- Assist the RBC in planning, preparation, agenda setting, logistics of board meetings, and board member travel
- Assist units with database maintenance and reporting of volunteer and congregation information
- Assist in the ongoing project of contacting all Anabaptist churches to update information and promote mission partnership
- Manage the Region 3 Church Contact Person (CCP) newsletter
- Assist units and Region 3 with the development and distribution of other communication pieces
- Assist with Region 3 CCP implementation
- Assist the Region and Units in raising volunteer opportunities and needs and matching volunteers with Region and Unit responses.
- Maintain a document storage and retention system for the Region and Units.
- Keep abreast of what is taking place in the region and proactively identify MDS volunteers in the network

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
- 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 suite and reporting tools
- Adept with databases and information technology collaboration 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 way
- Well-developed problem-solving skills
- Collaborates well with others
- Creates, organizes, and follows a work plan
- Ability to work as a team member, and independently without supervision
- Availability and willingness to travel up to 10% time
- 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.