

## **Mennonite Disaster Service Canada**

**Position Title:** Administrative and Weekly Volunteer Coordinator

**Term:** Permanent, 40 hrs/week

**Location:** Winnipeg, MB

Updated: March 2025

### **Primary Responsibilities**

Provide administrative support for the office, and to MDS Canada Units and volunteers, and assist with scheduling volunteers to Canadian disaster responses.

### **Reporting Relationships**

Primary reporting relationship is to Executive Director

Reports to the Volunteer Manager (VM) for volunteer scheduling

### **Responsibilities**

#### **Office Administration**

1. Answer phones and welcome guests
2. Process daily mail
3. Keep database updated
4. Work for Finance and Admin Manager including:
  - a. Prepare donation batches that include entering donations on donor database and preparing deposits.
  - b. Sorting project invoices
  - c. Tracking Debit cards
  - d. Assist in audit filing
  - e. Reconcile database donations with Accufund
5. Making staff travel arrangements
6. Update Website as able
7. Manage office equipment and office maintenance.
8. Organize logistics and compile board documents for MDS Canada Board Meetings.
9. Host staff and volunteer events in the office.
10. Provide administrative support to staff as needed.
11. Other tasks as assigned.

#### **Volunteer Scheduling**

1. Schedule Canadian volunteers who serve on MDS projects.
2. Assist with scheduling weekly volunteers at unit projects as requested.
3. Schedule weekly volunteers for Summer Youth Projects and Family Projects
4. Process border crossing letters and orientation packages for all Canadian weekly volunteers serving in the U.S.
5. Build relationships with Canadian weekly volunteers for volunteer retention.
6. Assist the VM with administrative tasks related to leadership volunteers as needed.

#### **Unit Administration**

1. Provide volunteer reports to Units as requested.
2. Collect and file Unit minutes.
3. Coordinate mailings (physical and email) as requested by Units.

## **Other**

1. Attend MDS Canada board meetings, MDS staff retreat, banquets, workshops, trainings, and/or fundraisers as requested or required.
2. Other duties as assigned.

## **Qualifications**

- Knowledge of and passion for the MDS mission, vision, and core values
- Post-secondary training and experience in, Administration, Volunteer Management, or a related field.
- 1-2 Years of experience in Administration or Volunteer Management.
- Experience working with or scheduling volunteers helpful. Preference given for those having prior MDS service.

## **Essential Skills**

- Appreciation and respect for Anabaptist values and the diversity of the MDS constituency
- Warm, sensitive relational style in relating to volunteers and constituency
- Good verbal and written communication skills
- Collaborates well with others
- Demonstrated ability to communicate well on the telephone and respond in a timely way
- Demonstrated organizational and detail skills
- Proficient in Microsoft Office suite, reporting tools, donor/volunteer management software and Google Workspace.
- Problem solving skills
- Creates, organizes, and follows a work plan
- Ability to work as a team member, and independently without supervision.

## **Assets**

- Willingness to experience working on an MDS project.
- Commitment to the Anabaptist faith and peace position and active in an Anabaptist church

Physical requirements: Work is mostly sedentary with long periods on the phone and at a computer terminal.