



# Menonite Disaster Service

**Position Open**

**Position Title:** Web and Social Media Coordinator  
**Job Status:** Part-time  
**Location:** Hybrid – Lititz, PA (Combined office and home based)  
**Revised:** May 15, 2025  
**Wage:** 24.49-30.45/hr

## **Primary Responsibility**

Coordinate, create, and monitor content, on Menonite Disaster Service (MDS) social media channels and website to share the MDS story, mission, vision, and values.

## **Reporting Relationships**

Reports to the Communications Manager (CM).

## **Responsibilities**

### **1. MDS Social Media:**

- Oversee and implement MDS' social media strategy
- Create and edit engaging and shareable content for various social media platforms, including text, images, videos, and stories
- Plan and schedule social media posts to maintain a consistent presence and maximize engagement
- Respond to comments, messages, and inquiries on social media platforms, fostering a positive brand image
- Schedule and manage social media advertising campaigns to reach target audiences and drive traffic to the website and social media platforms
- Regularly report to CM on progress of social media campaigns
- Keeping abreast of the latest trends and best practices in social media marketing

### **2. MDS Website**

- Regularly update new content on the website to communicate MDS volunteer activity
- Promptly upload weekly reports, stories written by MDS as well as stories citing the work of MDS to create a fresh appearance on the site
- Creatively generate additional content during periods of slower volunteer activity
- Work to enhance the user experience on the website, making it more intuitive and user-friendly

### **3. Graphic Design:**

- Adhere to brand guidelines
- Edit in-house videos as needed
- Create graphics for website, social media and email marketing as needed

### **4. Other Tasks:**

- Monitor website traffic, user behavior, and performance metrics to identify areas for improvement.
- Assist with copyediting and proofreading
- Assist CM with media training for staff and volunteers
- Member of the Communications team
- Visit at least one project annually
- 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
- 1 - 2 years of experience in communications or a related field required
- Bachelor's degree in communications or a related field, emphasis in digital media, social media or graphic design preferred
- One or more years of experience working with people of another culture

### **Essential Skills**

- Demonstrated computer literacy with Microsoft Office Suite and experience using website management software. Familiarity with Adobe Creative Suite and Constant Contact a plus
- Experience with Word Press or similar web platforms
- Experience working in graphic design
- Basic audio/video editing and production experience
- Strong written, oral and interpersonal skills
- Detail oriented and organized
- Ability to adapt rapidly to evolving priorities and deadlines
- Ability to take initiative as well as work as part of a team and organize own activity
- Availability and willingness to travel approximately 10% time
- Physical requirements: Work is mostly sedentary with long periods of time at a computer terminal and on the phone
- 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 emailed to [jobs@mds.org](mailto:jobs@mds.org) or mailed to:

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