



Mennonite 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 Mennonite 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 or mailed to:

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