



Mennonite Disaster Service

Position Open

Position Title: Warehouse and Equipment Coordinator (WEC)

Job Status: Full-Time/non-exempt

Location: Columbus, MS

Revised: April 10, 2025

Wage: \$26.45 to \$32.89/hour

Primary Responsibility

To coordinate the Mennonite Disaster Service (MDS Columbus, MS warehouse property, including buildings, contents and equipment stored on site; and collaborate with Lititz, PA WEC as needed.

Reporting Relationships

Reports to the Fleet and Logistics Manager (FLM)

Responsibilities

Manage warehouse property and contents

- Organizing and maintaining warehouse and contents
- Identify and facilitate maintenance and repairs of all vehicles, trailers, equipment, and tools
- Prepare/receive/process vehicles, trailers, equipment, tools and supplies to/from projects including proper documentation
- Assist with the transportation of vehicles, trailers, equipment, and tools to/from MDS project sites as requested
- Assist with setting up or closing project sites as requested
- Maintenance and upkeep of grounds and buildings on MDS properties

Manage people

- Collaborate with Volunteer team to recruit and schedule volunteers at warehouse
- Manage volunteers at the Columbus warehouses

Other tasks

- Member of the Field Operations team
- Participate in general staff meetings and calls
- 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

- Three or more years of equipment maintenance or general construction experience
- High School GED or diploma required
- Driver's license required, CDL Class A preferred

Essential Skills

- Basic understanding of equipment and vehicle mechanics
- Ability to work independently and as a part of a team with supervision from the Fleet and Logistics Manager
- Strong organizational and problem-solving skills
- Interacts and communicates well with people with the ability to lead teams of volunteers
- Ability to interact with and be sensitive to a diverse constituent group
- Demonstrated computer literacy with Microsoft Office Suite, including Excel and Word
- Ability to meet deadlines under pressure
- Ability to plan and follow a work plan while maintaining great flexibility
- Experience hooking up and pulling trailers is helpful
- Availability and willingness to travel approximately 20% time
- Physical requirements: Work involves considerable physical exertion such as lifting heavy objects over 50 lbs.
- Work environment: Involves moderate risks working around equipment and vehicles. May be required to wear protective equipment and clothing

Resumes may be sent to jobs@mds.org