



Mennonite Disaster Service

Position Open

Position Title: Warehouse and Equipment Coordinator (WEC)
Job Status: Full-Time/non-exempt (**Temporary - Until December 2025**)
Location: Lititz, PA
Revised: April 10, 2025
Wage: \$26.45 to \$32.89/hour

Primary Responsibility

To coordinate the Mennonite Disaster Service (MDS) Lititz Pa warehouse contents and equipment stored on site and collaborate with Columbus, MS WEC as needed.

Reporting Relationships

Reports to the Fleet and Logistics Manager (FLM)

Responsibilities

Manage warehouse 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
- Collaborate with Fleet & Logistics Administrative Assistant to receive and prepare soft assets for project operations
- 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

Manage people

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

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