



Mennonite Disaster Service

Position Title: Field Operations Administrative Assistant
Job Status: Full-time /non-exempt (40 hrs.)
Location : Lititz, PA
Wage: \$20.86 to \$25.93/hr.
Revised: 10/01/2025

Primary Responsibility

Provide administrative support to the Field Operations team

Reporting Relationships

Reports to the Field Operations Manager (FOM)

Responsibilities

Administrative Support

- Support national project operations:
 - manage project set up process and information dissemination through digital platform Asana
 - coordinate and schedule calls and meetings
 - record and distribute minutes from project calls/meetings
 - travel arrangements for Field Operations staff
 - collect, maintain, and archive project information
- Assist with financial reporting for Field Operations, including, but not limited to:
 - Field Operations staff credit card reports
 - project budgeting
 - Flex Funds for Amish Led projects and project coordinator reimbursements
- Support Project Coordinators, including but not limited to technical needs, reimbursement requests
- Maintain the online digital standard operating procedures guidebook called the Field Guide
- Manage yearly compilation of project activities from unit, region, and national projects
- Collaborate with the Communications team to distribute project materials and supplies to project locations from the online Storefront resource
- Receive and distribute staff trip reports
- Compile/produce the *On the Project* newsletter
- Support project leadership with questions they have that relate to field operations
- Support Volunteer Training Specialist with training content and delivery, upon request

Other Tasks

- Member of the Field Operations team
- Participate in general staff meetings and calls, and monthly volunteer team meetings
- Other duties as assigned

Qualifications

- Knowledge of and passion for the MDS mission, vision and core values

- Active participant in a Christian church
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- Associate degree or certificate in administration, logistics or related field
- Three to five years of administrative support experience required
- Six months' experience working with people of another culture

Essential Skills

- Proficient in Microsoft Office, especially spreadsheets, email, database and reporting tools
- Detail oriented with strong organizational skills
- Good verbal and written communication skills
- Ability to interact with and be sensitive to a diverse constituent group
- Demonstrated ability to communicate well on the telephone and respond in a timely manor
- Well-developed problem-solving skills
- Collaborates well with others
- Creates, organizes, and follows a work plan while being flexible to changing priorities
- Ability to work as a team member, and independently without supervision
- Availability and willingness to travel up to 10% time
- Physical requirements: Involves some physical exertion, such as standing for long periods of time, recurring bending, stretching, reaching or spending long periods at a computer terminal. The work may require recurring moving of items weighing between 20-50 lbs.
- 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 sent to jobs@mds.org or mailed to: