



Mennonite Disaster Service

Position Open

Position Title: Volunteer Administrative Assistant
Job Status: Part-Time (24 hrs./wk.)/Non-exempt
Location: Lititz, PA
Revised: March 12, 2026

Primary Responsibility

To provide administrative support to the Volunteer Team and carry out tasks to support the Volunteer Engagement Cycle.

Reporting Relationships

Reports to the Volunteer Manager (VM)

Key Responsibilities:

1. Leadership Training Administrative Support

- Coordinate logistics for Leadership Trainings in collaboration with the Volunteer Training Specialist
- Provide on-site support during training events

2. Weekly Volunteer Administrative Support

- Assist with Weekly Volunteer Packets, Registration forms and mailings
- Process background checks & travel reimbursements for Weekly Volunteers, as needed
- Scan and file forms and generate paperwork for volunteers and staff as required
- Audit and update active volunteer records in MDS' donor database (Donor Perfect & Kinecton)

3. Other tasks

- Take notes on Volunteer Team meetings and manage action items in Asana
- Field phone calls for members of the Volunteer Team
- Participate in and contribute to the Volunteer Team
- Maintain knowledge of and serve as backup to the Volunteer Administrative Assistant for Leadership position
- Visit project locations to obtain knowledge of disaster response and volunteer engagement
- Other duties as assigned

Qualifications

- Knowledge of and passion for the MDS mission, vision, and core values
- Active participant in a local Christian Church
- Affirm and emulate Anabaptist values and convictions and the Mennonite World Conference Shared Convictions
- Demonstrated commitment to the MDS lifestyle expectations as outlined in the Employee Policy Handbook
- Associate's degree required
- 1-2 years of experience in administrative support or a related field required
- Six months of experience working with people of another culture

Essential Skills

- Proficient in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), volunteer management software, and project management software
- 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 way
- Well-developed problem-solving skills
- Creates, organizes, and follows a work plan
- Ability to work both in a team environment and independently
- Availability and willingness to travel up to 5% time (staff retreats, leadership training, project visits)
- Physical requirements: Work is mostly sedentary with long periods on the phone and at a computer terminal.
- Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and commercial vehicles, there is little risk of danger.

Resumes may be sent to jobs@mds.org