



**Mennonite
Disaster
Service**

Position Open

Position Title: IT Manager
Job Status: Full-Time/exempt position
Location : Lititz PA
Wage: \$83,730 – \$104,086
Revised: March 25, 2026

Primary Responsibility

Oversee MDS' technology infrastructure, ensure system security and efficiency and align IT operations with MDS goals.

Reporting Relationships

Reports to the Director of Administration (DA)

Direct Reports

IT Support Specialist (ITSS)

Key Responsibilities:

- Research, recommend and implement IT governance and policies
- Administer and manage IT partnerships
- Procure IT needs
- Administer IT end user systems
- Implement and maintain security systems, including data backup and recovery plans.
- Develop and implement general and specialized computer skills training for staff and volunteers
- Identify and implement technology needs to achieve MDS's objectives and strategic priorities
- Manage IT networks and all electronic infrastructure for the main office including phone system, printers, and AV equipment
- Manage IT networks used by volunteers in the field, including printers, hotspots, tablets, etc.
- Facilitate process for department specific business systems analysis and solutions (project management)
- Support the ITSS in provisioning computers for staff and volunteers
- Backup the ITSS with level 1 help desk support

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
- Minimum of six years of experience in IT roles
- Bachelor's degree in computer science, information technology or a related field
- One or more years of experience working with people of another culture

Essential Skills:

- Proficient with Microsoft Office Suite
- Certifications in PMP and CITM a plus
- Excellent verbal and written communication skills
- Proficient project management skills
- Ability to explain technical issues to technical and nontechnical staff and volunteers
- Ability to multitask in a fast-paced environment
- Strong analytical and problem-solving skill.
- Availability and willingness to travel approximately 10% time
- Proficient with or the ability to quickly learn an array of computer hardware and software
- Training skills a plus
- Excellent organizational skills and attention to detail
- Physical requirement: 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 in commercial vehicles, there is little risk of danger

Cover Letter and Resumes may be sent to jobs@mds.org