Mennonite Disaster Service

Position Open

Position Title: Region 2 Operations Coordinator
Job Status: Full-Time/exempt position
Location: Home-based (within Region 2 - U.S. Midwest, East of the Mississippi River
Wage: $77,528 - $96,375
Revised: October 20, 2026

Primary Responsibility
Oversee all Mennonite Disaster Service (MDS) project operations in the Region and facilitate volunteer engagement in the investigation and development of projects.

Reporting Relationships
Reports to the Field Operations Manager (FOM) and collaborates closely with the Region 2 Administrator (RA)

Key Responsibilities:

1. **Investigation and Early Response** –In collaboration with FOM, RA and Unit leaders:
   - At the request of the local community, conduct disaster investigations for potential responses when disasters occur
   - Identify, request, and coordinate Unit, Region, or National resources for early response
   - Assist and mentor Project Coordinators (PC) and Unit/Region volunteers in investigation and early response
   - Recommend next steps to the FOM and RA following investigations
   - Oversee mobilization and coordination of early response in collaboration with PC, Unit/Region volunteers
   - Assist in the transition from early response to long term recovery as needed

2. **Project Development in Region – In collaboration with the FOM, PC, Unit volunteers and Community Partners like Long-Term Recovery Groups (LTRG's):**
   - Collaborate with PCs and Unit/Region leaders to identify and establish the four pillars needed to begin and sustain MDS projects: meaningful work, materials and operations funding, accommodations, and volunteers (as requested)
   - Provide oversight for MDS nationally managed projects within the region, supporting, assisting and liaising staff and volunteers
   - Support and assist Unit and Region managed projects from investigation through start-up, with availability through implementation and closing
   - Collaborate with the Volunteer Team to recruit, appoint, and mentor PCs for each long-term project and be the point of contact for PCs
   - Support the development of LTRG's as it intersects with MDS' need for case management and understanding of unmet housing needs

3. **Administrative, operational and other activities:**
   - Develop and maintain relationships with Unit leadership in the region

- Support and occasionally facilitate sessions for leadership volunteer training and gatherings hosted by MDS, in collaboration with the Volunteer Training Specialist
- Develop and maintain relationships with national, regional, and state Voluntary Organizations Active in Disaster (VOADs), and other like-minded organizations and government officials
- Support and attend the Region Annual Meeting and attend Unit meetings as requested
- Member of the Field Operations and Region Staff teams
- Other duties as requested

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
- Three to five years of experience working with volunteers and volunteer groups
- Two to three years of experience and a high comfort level with teaching, training, and mentoring
- One to two years of training in disaster management, project management, or related field
- One or more years of experience working with people of another culture

Essential Skills:

- Excellent public speaking skills
- Ability to interact, collaborate, and communicate well with people
- Ability to manage conflict in a positive manner
- Self-motivated and ability to organize and follow a work plan
- Demonstrated computer proficiency including familiarity with Microsoft Office Suite, experience with Zoom and Asana a plus
- Understanding and knowledge of the disaster response field
- General residential construction experience and knowledge a plus
- Experience in social or development work a plus
- Availability and willingness to travel approximately 50% time
- Physical requirements: Work involves some physical exertion, such as standing for long periods of time, recurring bending, stretching, or reaching
- Work environment: Involves moderate risks or discomforts which require special safety precautions

Cover letters and resumes may be sent to jobs@mds.org