Mennonite Disaster Service

Position Open

Position Title: Youth and Young Adult Coordinator
Job Status: Full-Time (40 hrs./wk.) / Exempt
Wage: $60,840 - $75,649
Location: Lititz, PA
Revised: October 20, 2026

Primary Responsibility
To provide strategic direction, planning, monitoring, and coordination for service programs and opportunities that engage youth and young adults with Mennonite Disaster Service (MDS)

Reporting Relationships
Reports to the Director of Project Operations

Key Responsibilities:

1. **MDS Youth and Young Adult Program Coordination**
   - Review and evaluate current youth and young adult programs
   - Recruit and coordinate the MDS Year Long Volunteer program
   - Coordinate the MDS responsibilities of the Rosedale Trades Program
   - Collaborate with other stakeholders to grow and support the Summer Youth Program and Family Program
2. **Program & Partnership Development**
   - Review and evaluate current school partnerships
   - Develop and monitor new youth and young adult programs and partnerships with educational institutions and constituent groups, in collaboration with other stakeholders
   - Network with other Anabaptist service agencies, identifying areas for collaboration, partnership, and learning around youth & young adult programming
3. **Youth and Young Adult Engagement**
   - Identify and describe how MDS currently engages with youth & young adults to inform and carry out a long-term strategy
   - Coordinate with Volunteer Development Coordinators to ensure that MDS is represented at schools and universities
4. **Other tasks**
   - Participate in and contribute with the Volunteer Team
   - Collaborate with the Volunteer Development Team
   - Visit project locations to obtain knowledge of disaster response and volunteer engagement and to provide encouragement while monitoring program progress
   - 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
- Bachelor's degree required
- 3-5 years experience working coordinating, monitoring, and evaluating youth and young adult programs or experience working in an education setting
- 1-4 years 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, a plus
- Detail-oriented with strong organizational skills
- Ability to manage conflict in a positive manner
- Excellent oral and written communication skills, including Public Speaking
- Ability to interact with and be sensitive to a diverse constituent group
- 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 30% time (staff retreats, partner programs and project visits, promotional events at schools)
- 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 in commercial vehicles, there is little risk of danger.

Resumes may be sent to jobs@mds.org