



Mennonite Disaster Service

Position Open

Position Title: Administrative Assistant – Region 3
Job Status: Part-time (some seasonality, 20-28 hours per week)
Location : Home based – in Region 3 (Central States, West of the Mississippi)
Revised: June 26, 2020

Primary Responsibility

Provide administrative support to the Region and Units within the region

Reporting Relationships

Reports to the Region Board Chair (RBC) for Region 3.

Responsibilities

Administrative Support

- Coordinate and schedule calls, meetings and travel arrangements for the RBC and ROC as requested
- Assist RBC in planning, preparation, agenda setting, logistics of board meetings, and board member travel
- Provide administrative support for both the RBC and Regional Operations Coordinator (ROC), including travel, budgets and credit card documentation
- Assist units with database maintenance and reporting of volunteer and congregation information
- Assist in the ongoing project of contacting all Anabaptist churches to update information and promote mission partnership
- Assist units with the development and distribution of unit newsletters
- Manage the Region 3 Church Contact Person (CCP) newsletter
- Assist with Region 3 CCP implementation
- Assist the Region and Units in raising volunteer opportunities and needs and matching volunteers with Region and Unit responses.
- Develop and maintain a document storage and retention system for the Region and Units.

Other Tasks

- Participate in general staff calls, meetings, and retreats
- Other duties as assigned

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
- Associate degree or certificate in administration, logistics or related field
- Three to five years of administrative support experience required

Essential Skills

- Proficient in Microsoft Office suite and reporting tools
- Adept with databases and information technology collaboration 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 way
- Well-developed problem-solving skills
- Collaborates well with others
- Creates, organizes, and follows a work plan
- Ability to work as a team member, and independently without supervision
- Availability and willingness to travel up to 10% time
- 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.