

Immediate Opening *Administrative Coordinator*

Indiana-Michigan Mennonite Conference

. 80 FTE – Great daytime hours

Indiana-Michigan Mennonite Conference is a community of over 50 congregations in Indiana, Michigan and Kentucky. Conference staff seek to support congregations in their efforts to engage the world God loves with the message of Jesus Christ.

Applicants for this role must have a belief in Christ's transforming power for all people, an appreciation for the local church as an expression of God's reign, and an understanding of administration as pastoral care for the conference organization.

The qualified candidate will be proficient and comfortable in using computer technology and its growing uses; planning, managing multiple projects and meeting deadlines; taking initiative when working alone and with others; and manage and make decisions consistent with the conference's stated mission and vision.

This person will have good oral and written communication skills; experience with writing/editing publications; and proficiency with technology (MS Office, MS Access, website and social media management, etc.).

Contact imoffice@im.mennonite.net or call 574-534-4006 for a job description.

To apply, send resume to dan@im.mennonite.net.

2/12/2018