

Immediate Opening *Administrative Coordinator*

Indiana-Michigan Mennonite Conference

. 80 FTE – Great daytime hours

Indiana-Michigan Mennonite Conference (IMMC) is a community of 43 congregations in Indiana and Michigan that worship in four different languages. Conference staff 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 is proficient and comfortable:

- using oral and written communication, preferably bi-lingual, and coordinating translation into multiple languages.
- planning, managing multiple projects and meeting deadlines.
- writing and editing publications.
- using technology in its various and changing forms (MS Office, MS Access, WordPress and social media, etc.).
- taking initiative when working alone and with others.
- relating with diverse cultures with strong intercultural competence.
- managing and making decisions consistent with IMMC's stated mission and vision.

Underrepresented groups are strongly encouraged to apply.

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

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