



**Mennonite Health Services (MHS)** seeks an Administrative Coordinator to provide support for the MHS board of directors, MHS executive staff and assist with the Mennonite Health Assembly conference. MHS is a not for profit, faith-based, membership organization connecting Anabaptist-related health and human services providers together to stay true to our values and achieve the very best outcomes. Believing that we are stronger together, MHS offers centralized resources and values-centered consulting services.

**POSITION:** Part-Time Administrative Coordinator

**HOURS:** Monday-Friday, 8am-12pm

**START DATE:** June 1, 2019

**JOB SUMMARY:**

The Administrative Coordinator provides MHS administration and office support by assisting the president/CEO, the Board of Directors and the MHS governing board. The Coordinator prepares and maintains all MHS member and administrative documents and serves as the key contact for MHS Goshen office technical and support programs and services. The Coordinator assists in logistics and planning of the Mennonite Health Assembly conference held each year in the Spring.

To apply, send a resume and cover letter to MHS CEO Karen Lehman at [karen@mhsonline.org](mailto:karen@mhsonline.org) by May 1, 2019 to apply.

