



**Mennonite  
Central  
Committee**  
British Columbia

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[mcc.org](http://mcc.org)

## Material Aid Coordinator

### About Mennonite Central Committee (MCC)

MCC is the international relief, development and peace agency of the Mennonite and Brethren in Christ Churches in North America. MCC seeks to demonstrate God's love by serving among people suffering from poverty, conflict, oppression and natural disasters. In British Columbia we support international relief and development efforts by sending funds, personnel and material aid, and we also have local programs that assist people in need here in BC. Check our website at [www.mcc.org/bc](http://www.mcc.org/bc) for more information.

### About the Position

The Material Aid Coordinator is responsible for organizing the promotion, collection, sorting, packing, storage and shipping of various kinds of material aid designated for MCC international relief efforts. This position is also responsible for recruiting and supervising volunteers who donate, sort and assemble relief kits, school kits, comforters, clothing and other material resources donated for international relief efforts, as well as presenting volunteer groups with information on the work of MCC and the uses of material aid. This is a full-time position based in Abbotsford at the MCC BC warehouse; requiring some travel within BC and occasional travel outside of the province. The Material Aid Coordinator supervises staff and volunteers in the material resources department and is accountable to the MCC BC Resource Development Director.

### Qualifications

MCC workers are expected to exhibit a commitment to personal Christian faith, active church participation, and non-violent peacemaking. The specific qualifications for this position include:

strong support for the mission of MCC, appreciation for MCC's supporting churches, ability to work effectively with volunteers, commitment to teamwork and flexibility, good organizational and time management skills, good communication skills including presentations to small groups, appreciation for workplace equity, able to do some heavy lifting, good driving record and ability to drive a small truck and forklift, and ability to use standard workplace computer programs. MCC encourages all qualified candidates to apply.

### To apply please send a cover letter and resume to:

Marie Reimer, Human Resources Director

MCC BC, Box 2038, 31414 Marshall Rd., Abbotsford, B.C. V2T 3T8

Or by fax to: 1-604-850-8734 or by email to [hrdirector@mccbc.com](mailto:hrdirector@mccbc.com)

**All applicants are appreciated, only those selected for an interview will be contacted.**