

POSITION DESCRIPTION

Position Title: CMBS Coordinator

Work Schedule: Part Time, Approximately 20–24 Hours per Week

Supervisor: Director, Center for Mennonite Brethren Studies

Collections & Research Services

- Coordinate routine intake, accessioning, organization, labeling, and maintenance of CMBS materials.
- Maintain accurate collection records, finding aids, databases, and location information.
- Assist with inventories, processing, digitization, and other priority collection projects.
- Coordinate research and reference requests, including assisting researchers, retrieving materials, and referring complex requests to the Director.
- Coordinate researcher visits and provide appropriate assistance and supervision in the use of CMBS collections.
- Support efforts to improve digital collection management, online discovery, and access to CMBS resources.

Programs & Administration

- Provide dependable office coverage and coordinate routine email, telephone, mail, scheduling, purchasing, shipping, book sales, and records.
- Coordinate production and distribution of the CMBS newsletter and assist with other communications.
- Provide logistical support for lectures, tours, exhibits, meetings, and other CMBS programs.
- Welcome and orient visitors and assist with exhibits, historical resources, digital content, and other public-facing projects.
- Schedule, train, assign, and supervise student workers in consultation with the Director.
- Document and maintain recurring procedures, working records, contacts, and other institutional knowledge.
- Provide administrative and logistical support for donor communications, fundraising activities, programs, and special projects.
- Assist the Director with project coordination, workload tracking, and other information needed for planning and assessment.

- Perform other duties as assigned by the Director to support CMBS operations.

Required Qualifications & Abilities

- Strong organizational skills, attention to detail, reliability, and ability to manage multiple responsibilities.
- Strong written and interpersonal communication skills with a welcoming and service-oriented approach.
- Ability to work independently while recognizing when consultation with the Director is appropriate.
- Ability to handle historical, institutional, donor, and personal information with appropriate discretion.
- Proficiency with common computer applications and willingness to learn databases, digital systems, and archival procedures.
- Experience or interest in archives, libraries, historical organizations, research, records management, or related work preferred.
- Familiarity with Mennonite Brethren, Anabaptist-Mennonite, or Tabor College history preferred.
- Has a demonstrable faith in Jesus Christ and supports the mission and values of Tabor College.