

**Communitas Benelux**  
**Opportunity Profile: Office Manager**  
**Location: The Netherlands**



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**About us...**

Communitas Benelux is part of Communitas International. We have planted the various Crossroads churches in the Netherlands. For the past 30 years, we have been bringing people in the Benelux into contact with God in new and fresh ways; both people who were far away from God as well as those with a Christian background open to a different way of being the church. It is our desire to support existing churches, new churches, and missionary pioneers in their calling to bring people into contact with God in fresh and dynamic ways.

**About the role...**

Our Benelux Advancement Team is looking for an Office Manager. Are you someone who can organize well and loves to plan? Do you have a heart for God and do you want to build His kingdom in the Benelux? Does it energize you to arrange / plan / monitor daily processes? If so, we'd love to have you join our team by taking on the following responsibilities and tasks:

- Assist team in their annual planning process. Once established, monitor this plan and keep its contents up-to-date.
- Draft, collect input, and send newsletter/info out to ministry partners
- Administrative support. Assistance with correspondence, participation in meetings, taking minutes of meetings, ensuring that deadlines are met, arranging locations for meetings, etc.
- Organize and maintain shared files: ensure that all documentation is current and available in one place. Keep an overview of staff and partners, annual planning, etc.
- Organize events such as national or local meeting days/evenings.

**About you...**

- you are fluent in English and Dutch, both written and oral.
- you can organize well and enjoy accomplishing tasks in a timely and efficient manner
- you are passionate about the mission, vision and goals of Communitas
- you communicate clearly and effectively
- knowledge of French is a plus

**Time commitment...**

- 4-6 hours a week

**About the compensation...**

Communitas is a missionary organization and we work with volunteers. This Office Manager role is therefore also a volunteer role. If you want to raise funds to support this position, we can help you with this.