



COMMUNITAS
— International —

www.GoCommunitas.org

JOB DESCRIPTION: Mobilization Administrator (Part Time)

Overview and Introduction to Communitas International

Communitas is an evangelical church planting organization with 50 years experience working in Western Europe, Central and Eastern Europe, Latin America and North America. Our leading edge ministry is looking for the right person to help lead us into greater Kingdom ministry. Our current staff of over 200 includes full-time, bi-vocational and affiliate staff, with a quarter of that number being non-Americans. Communitas operates in over 20 different countries as we nurture over 120 churches and church-planting projects toward reproducible maturity.

Communitas is rooted in a strong missional theology. Our three core values center on being Kingdom seeking, Grace oriented and People focused. Our church planting methodology is not tied to a specific formula, but rather the spirit of serving others and the embracing of a progression of actions that lead to a healthy, maturing church, making our approach very adaptable to unique contexts (see www.TheDynamicAdventure.com for details). We are pioneers and risk takers. We value honesty and encouragement. We collaborate well, within our global regions, as well as with partner organizations.

The Need and Opportunity

Across post-Christian secular culture people have largely given up on church, but spirituality remains important to them. Communitas International is at the forefront of sparking that spirituality with mission and helping people “taste and see that the Lord is good.” Our evangelical church planting organization offers the following:

- A firm commitment to expressing the passionate love of God for the world in word and deed.
- Substantial experience in reaching people in post-Christian culture.
- Strategic coaching for planters and churches by experienced cross-cultural practitioners.
- Robust training for team leaders and members via online cohorts, on-site events and regional/global seminars and conferences.
- Rigorous assessment experiences and tools that can form the basis for strategic coaching and healthy team building.
- Partnership in innovation with those looking for new ways to declare the timeless message of the Gospel.



Mobilization Administrator

Reports to: Chief Mobilization Officer
Works closely with: Mobilization Team, HR Team, Field Leadership
Location: Littleton, CO area, with a remote work engagement possible
Classification: Non-exempt, part time
Compensation: \$20 per hour at 20 hours per week

Position Scope: This role provides administrative support for the Chief Mobilization Officer, including planning and implementing recruiting events and opportunities, communicating with prospective candidates, and administrative support for the Global Mobilization Team. The Global Mobilization Team is responsible for recruiting, communicating with, and investing in prospective candidates for ministry with Communitas International.

Principal Duties & Responsibilities:

- Communicating the culture of Communitas with servant leadership to prospective cross-cultural missional candidates.
- Overseeing candidates in pipeline to encourage towards onboarding through Pipedrive software.
- Organizing and, in time, leading first touch introductory calls with prospective candidates interested in joining the mission of Communitas International.
- Contacting schools, seminaries, & career fairs, plus organizing materials needed for promotional and recruiting events. Enthusiasm to use telephone and electronic communication a must.
- Positively representing Communitas culture and opportunities with universities, seminaries and potential partner organizations, including influential churches, through verbal and written communication, and potentially through in-person visits.
- Providing administrative and operational support for recruiting, assessment, and onboarding events, including: Explore, Engage, etc.
- Participating in weekly Global Mobilization Team meetings.
- Administrating assigned group projects, responsibilities, and items allocated to members of the Global Mobilization Team utilizing various tech platforms.

Ongoing/As-needed:

- Other duties as assigned by the supervisor.



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General Responsibilities:

- Maintains a learning posture and growing walk with Christ.
- Maintains a positive and encouraging spirit.
- Maintains a strong commitment to the mission, vision, values and statement of faith of Communitas.
- Maintains a commitment to excellence and service orientation.
- Maintains absolute discretion in matters of confidentiality.

Qualifications and Skills:

- A vibrant spirituality and mature walk with Christ.
- Strong commitment to the mission, vision and values of Communitas International, and a committed follower of Jesus Christ. Theologically sound and in full agreement with Communitas' Statement of Faith and positional papers.
- Highly people focused: a Communitas Core Value is "People-Focused," which infuses all we do as teams and as we interact with people outside our organization.
- Highly detail oriented, including the ability to multi-task with a number of projects at once
- Advanced knowledge of the English language required, including grammar, business writing etiquette, and editing abilities expected. A desire and ability to help design brochures and similar external material is a plus.
- Must be flexible and able to adjust to a changing work environment and challenges.
- A team player with a posture of servant leadership.
- Flexible schedule to accommodate meetings across multiple time zones.
- Demonstrated ability to implement and manage online databases and other technology to achieve objectives.
- Excellent computer software skills including use of Excel, Word, Skype/Zoom, and Google Docs, Google Drive and Pipedrive Software.
- Ability to effectively respond to and manage change.
- Must be teachable with a learning posture.
- A background check is required.

Education and Experience:

- 3+ years of experience in administrative roles, preferably in a non-profit or faith-based organization, with experience in mission mobilization, people-focused, highly-relational ministry, and/or sales in a customer service environment preferred.
- Theological training or education that allows for alignment with the mission and praxis of Communitas International. We are an evangelical organization with a generous orthodoxy and we value theological diversity.