

Office Manager



Opportunities

An international team in Spain is working to create media materials that will speak into the hearts of Muslim immigrants. The office manager will perform a variety of administrative tasks, including providing support to managers and employees, assisting in daily office needs, managing the team's administrative activities, and organizing and coordinating administration duties and office procedures. The role of the office manager is to create a pleasant work environment, ensuring high levels of effectiveness, communication, and safety.

Requirements

- Proven experience as an office manager or administrative assistant
- Proficiency in MS Office (particularly Excel and Outlook)
- Familiarity with email scheduling tools (ex.: Email Scheduler and Boomerang)
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- High school diploma; additional qualification as an administrative assistant is a plus

Location

Spain

Length of Service

- **Short term: six weeks to one year**
- **Long term: two or more years**

Ministry Description

The team is committed to identifying the characteristics of certain sectors of a Muslim community and presenting biblical perspectives that respond to their needs, struggles, and questions in culturally sensitive ways. The chief goal is to increase the awareness of certain sectors of a Muslim community about the options that Christianity offers in response to their particular social, psychological, intellectual, and spiritual needs.

Causes

- Media
- Evangelism

Quick Facts

- The target audience of these media projects is various sectors of a Muslim community in Europe. These sectors are defined according to gender, age group (first or second generation), educational level, or common interest within their particular context.
- There are several Christian media initiatives trying to reach out to Muslims. However, these efforts tend to be broad-based, aiming to reach an entire region (such as North Africa or the Middle East) and touch the general needs of the audience.
- There is no ministry fully addressing the particularities of Muslim immigrants. Also, no ministries work on the production of materials dedicated to specific sectors, such as second-generation Muslims, of this community.

Contact Us

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