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Administrative Assistant *Connecting Streams*

Job Categories:	Administration, Organization
Position Type:	Volunteer
Job Region/Location:	Various locations in Canada
Reporting Relationship:	Reports directly to Ministry Leader
Working Conditions:	Normal Office Conditions – home office
Funding:	n/a
Application Deadline:	n/a

Ministry Overview

Power to Change seeks to glorify God by making a maximum contribution toward helping to fulfill the Great Commission in Canada and around the world by developing movements of evangelism and discipleship. We envision millions of volunteers engaged in faith adventures that transform lives through the power of the gospel. You can be a part of this movement of change by applying your skills in PTC Ministries.

Connecting Streams challenges, empowers, and equips believers, individually and collectively, to embrace God's scriptural model and mandate of intentional, relational evangelism. Through our volunteer community outreach streams in correctional institutions, senior's communities, inner city residences, and other outreach venues, we connect the church with the broken and marginalized people in our world.

Position Overview

The Administrative Assistant will assist the Ministry Leader or Team and organize, maintain and improve the communication and administrative systems of the ministry.

Responsibilities:

General Office Duties:

- Provide administrative support for the ministry leader or team
- Respond to inquiries as needed via phone or email
- Preparation of mailings

Communications:

- Create documentation as needed; minutes, agendas, e- mail etc
- Create, edit, and/or prepare reports, presentation material and summaries

Coordination:

- Assist in planning and execution of meetings or other events i.e. invitations, telephone inquiries, liaison with hosts, set-up details, thank you notes

Required Skills and Abilities:

- Be familiar with general office procedures, methods
- Good verbal and written communication skills
- Strong time management and organizational skills
- Demonstrate resourcefulness, the skill to prioritize and multi-task
- Initiative to learn, solve problems, ask questions, investigate, research
- Personal skills, works well with people
- Ability to work on their own in a home office

Preferred Skills and Abilities:

- Pleasant
- Ability to Discern
- Administrative
- Optimistic
- Encourager

Funding: n/a

Please visit our job board at jobs.powertochange.org to fill out an application or to see other current openings.

We thank all applicants for their interest in Power to Change. In order to make the best use of your time and ours, only applicants who closely match our requirements will be contacted directly.

Signature: _____ **Date:** _____

The [mission](#) of Power to Change is to further the movements of Christian evangelism and discipleship. All Power to Change staff members and volunteers work collectively to further this overall religious mission. The successful candidate for this position must have a pre-existing belief and demonstration of lifestyle as outlined in the Power to Change Code of Conduct and Statement of Faith. The successful candidate must agree to, sign and, in all good conscience abide by the biblical principles outlined by these documents. It is a pre-requisite of employment at Power to Change that any and all staff members and volunteers sign and abide by these documents throughout their course of involvement at Power to Change. For a copy of the Code of Conduct and Statement of Faith, please contact Human Resources.