



National Office: 20385 64 Avenue, Langley, BC V2Y 1N5 | 1.800.563.1106 | 604.514.2000 | powertochange.org

Human Resources: Events and Administrative Assistant

Job Categories:	Event Planning; Human Resources; Administrative
Position Type:	Full-time; Temporary; 4 month internship
Job Region/Location:	Langley, BC
Reporting Relationship:	Human Resources Assistant
Working Conditions:	Normal Office Conditions; some local traveling may be required
Funding:	Ministry Partner Development \$5600
Application Deadline:	3 months Prior to Desired Start Date

Position Overview

The Events and Administrative Assistant assists the Human Resources department in planning, organizing and executing events that foster spiritual and professional development for Power to Change staff. Some of the major events include Ministry Essentials Training, Ministry Partner Development, International Day of Prayer, Staff Conference, Vision for Leadership and Chapel (not in session during the summer). The position will have many opportunities to liaise with Power to Change staff and ministry leaders and external organizations. The successful intern will learn how Human Resources retention and development impact an organization.

Please note that responsibilities may change depending on projects, staffing needs and personal interests.

Responsibilities

Event Planning (70%):

- Assist the HR Assistant with planning, organizing and executing HR events
- Suggest ideas to bring variety to events
- Keep track of event registrants
- Organize speakers and event program
- Arrange caterers and book event locations
- Organize and prepare training materials and media presentations (videos and powerpoints)
- Design and layout presentations and materials

Administrative and Other (30%):

- Assist the HR team with any administrative tasks such as meeting bookings, emails and note taking
- Maintain staff wellness programs such as the Wellness Room and Atrium music
- Contribute in other Power to Change and HR areas

Education and Experience:

- At least 3rd or 4th Year in Post-Secondary Education or recent graduate
- Post Secondary Education in Event Management, Marketing, Communications, Arts, and/or other related fields
- Some event planning experience

Required Skills and Abilities:

- A growing personal relationship with Jesus Christ
- A passion for Christian ministry work
- Highly organized and detail oriented
- Excellent multi-tasking skills
- Ability to plan, execute and meet timelines
- Strong communication and interpersonal skills
- Strong competency in Microsoft Office especially Powerpoint

Preferred Skills and Abilities:

- Working knowledge of Adobe Indesign and/or other Design programs

Funding:

This position requires Ministry Partner Development. The successful candidate will have the privilege to build a partnership team which provides financial and prayer support for the ministry. The financial support will cover the costs of the candidate's salary and ministry expenses. Power to Change believes that Ministry Partner Development is biblical and God will provide everything necessary to fulfill the calling into ministry: finances, emotional strength and perseverance. Building a ministry partnership team is an integral part of being in ministry. There are many opportunities to bless and encourage the partnership team. Power to Change is committed to providing training and coaching that ensures success in Ministry Partner Development.

For more information: opportunities@powertochange.org

Apply for this position at <https://join.powertochange.org>. Select the "Short Term Internship/COOP Application".

*** We thank all applicants for their interest in Power to Change; however, only suitable candidates will be contacted to continue the application process. ***

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 email hr@powertochange.org.