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Athletes in Action: Communications Coordinator

Job Description

Job Categories:	Writing/Content Development
Position Type:	Full-time, Permanent
Job Region/Location:	Langley Headquarters, B.C.
Reporting Relationship:	Reports directly to AIA Communications Director
Working Conditions:	Normal Working Conditions Prevail
Funding:	Ministry Partner Development
Application Deadline:	N/A

Position Overview

Athletes in Action is a ministry uniquely designed to reach the sports-minded - both professional athletes and professional fans! Working at the amateur, varsity and professional levels, we encourage players and coaches to use the platform of sports to share the message of God's love. The job of the Communications Coordinator for AIA is to execute corporate communications projects, including coordination and implementation of corporate collateral (direct mail, newsletters, targeted advertising, PR announcements, fact sheets).

Responsibilities

- Public Relations
- Develop PR strategy
- Execute corporate communications projects, including coordination and implementation of corporate collateral
- Manage all product requests from donors
- Conceive and execute product launches
- Write and place press releases
- Develop and maximize relationships with press
- Measure effectiveness of programs and strategies
- Event Management
- Advertising
- Work closely with the Power to Change Marketing Department

Education and Experience:

- Post-Secondary Degree in Communications, Journalism or Public Relations required or combination of education and experience in the communications field
- Solid Writing Portfolio

Required Skills and Abilities:

- A deep, growing, intimate relationship with Jesus Christ
- A genuine desire to see people's lives changed
- A professional approach and demeanor
- Experience and demonstrated ability to work in a fast-pace environment, manage multiple projects and meet tight timelines
- Excellent and demonstrated writing, strategic thinking, editing and communication planning & implementation skills
- Sound understanding of the media

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.

Please send your resume and cover letter or inquiries to: opportunities@powertochange.org

*** 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.