



National Office: 20385 64 Avenue, Langley, BC V2Y 1N5 | 1.800.563.1106 | 604.514.2000 | [powertochange.org](http://powertochange.org)

## Athletes in Action: International Projects Coordinator

### Job Description

<b>Job Categories:</b>	<b>Administrative</b>
<b>Position Type:</b>	<b>Full-Time; Permanent</b>
<b>Job Region/Location:</b>	<b>Langley Headquarters, BC</b>
<b>Reporting Relationship:</b>	<b>Reports to International Office Managing Director</b>
<b>Working Conditions:</b>	<b>Normal Office Conditions</b>
<b>Funding:</b>	<b>Ministry Partner Development</b>
<b>Application Deadline:</b>	<b>N/A</b>

### Position Overview

AIA Canada sends sport teams and projects all over the world both to provide ministry opportunities for Canadian athletes, and to serve and resource our international staff. This person will be responsible for ensuring these projects are coordinated effectively, from recruiting/tracking of applicants and finances, to scheduling and itinerary formation.

### Responsibility Area 1 (%):

- Help create and execute recruiting strategies for each specific project
- Build and manage a comprehensive project recruiting database
- Process project applications and track/liase with applicants regarding finances, project details and preparations
- Communicate with in-country contacts regarding project itinerary and plans
- Ensure project leaders are equipped to carry out their responsibilities during project (director, administrator, discipleship, coach, trainer)
- Ensure team has all materials/equipment/documents they will need for games, ministry, travel, emergency, etc)
- Organize details for each project's training camp (facilities, travel, meals, etc)
- Research and book project travel/accommodation needs
- Monitor and track project spending against budget
- Coordinate the purchase of all project apparel – sizing, ordering and branding
- Identify issues and points of improvement and provide advice for future projects

### Education and Experience:

- Post-Secondary Education
- Previous involvement and/or experience in sports and athletics

## 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
- Excellent people and project management skills
- Servant hearted with the ability to work on a team
- Self motivated and hard working
- Ability to budget and keep track of finances
- Proficient with Microsoft Office: Outlook, Word, Excel

## Preferred Skills and Abilities:

- Fluency in another language is an asset

## 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](mailto: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 Common Vows of Discipline. 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 Common Vows of Discipline, please email [hr@powertochange.org](mailto:hr@powertochange.org).*