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Athletes in Action: Campus Alumni Coordinator

Job Description

Job Categories:	Contact Management; Database Management
Position Type:	National Internship (1 Year)
Job Region/Location:	PTC Headquarters: Langley, BC
Reporting Relationship:	TBD
Working Conditions:	Normal Office Conditions
Funding:	Ministry Partner Development
Application Deadline:	4-5 months prior to preferred start date

Position Overview

Athletes In Action is committed to using the language of sport to communicate the gospel. Our goal is to mobilize athletes and fans worldwide to boldly win people to Christ, deeply build into their lives and send them with an urgency to do the same. Today, there are 60 staff members in Canada and a world-wide team of 600 in more than 60 countries. This position will work with AIA campus staff to develop a system and procedure for creating a database for AIA Alumni and a communication plan for AIA opportunities to volunteer, give financially and/or pray.

Responsibilities

Planning and Database Management (70%):

- Collect and organize contacts of people who were involved with AIA
- Look to develop a plan for how to expand this alumni link across all ministry areas of AIA
- Mine data to surface contacts who would be interested in participating in AIA and/or PTC events
- Communicate with new graduates as to the opportunities with AIA and/or PTC
- Collaborate and work with other domains of PTC to provide the greatest network portals for involvement

Coaching and Networking (30%):

- Coach key alumni in marketplace evangelism and discipleship
- Coach alumni in event coordination
- Provide a network of support for upcoming AIA grads and alumni

Education and Experience:

- Minimum: 3rd or 4th year student in post-secondary education or recent graduate
- Experience and involvement with Varsity and/or Intramural sports

Required Skills and Abilities:

- A deep, growing, intimate relationship with Jesus Christ
- A genuine desire to see people's lives changed
- A passion for Christian ministry work especially in the areas of sports and athletics
- A professional approach and demeanor
- Ability to develop and execute a plan
- Extremely organized and handles data and details well
- Consistent in contact follow-up
- Capacity to mobilize and direct people
- Ability to network with different types of people
- Ability to coach and develop others to their full potentials
- Proficient in Microsoft Office especially with Excel and Access

Preferred Skills and Abilities:

- Experience in working with database and/or contact management systems 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 inquiries to: opportunities@powertochange.org

Please apply at: <https://join.powertochange.org> ~ Click on National Internship (STEP) 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.