



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

Campus for Christ: Administrative Office Coordinator

Job Description

Job Categories:	Administrative
Position Type:	National Internship (1 Year)
Job Region/Location:	Langley, BC
Reporting Relationship:	Campus for Christ Headquarters Staff
Working Conditions:	Normal Office Conditions;
Funding:	Ministry Partner Development
Application Deadline:	4-5 months Prior to Desired Start Date

Position Overview

Campus for Christ is a university campus movement that mobilizes students to develop meaningful relationships, learn more about God, and engage in spiritual conversations to impact the leaders of tomorrow. The Administrative Office Coordinator provides administrative support to the Campus for Christ HQ staff and director. This position will equip the Campus for Christ field staff with necessary resources and forms to carry out its evangelistic efforts. The successful intern will experience the importance of back-end support to ministry work.

Responsibilities

Administrative:

- Prioritize duties in order of importance for department
- Answer telephone/emails and greet visitors
- Liaise and act as point of contact for other Power to Change Ministries and Core Services
- Help to set up travel, visa and accommodation arrangements for project participants and staff
- Assist with the implementation of special events, training and conferences
- Coordinate and set up meetings and events for staff and director
- Submit reimbursements for director
- Participate in weekly staff meetings, and prepare agendas and minutes for those meetings
- Research, draft or abstract reports for staff and director
- Perform general clerical duties, which include, but are not limited to, photocopying, faxing, mailing and filing
- Improve standard operating procedures when needed or applicable
- Maintain office cleanliness and presentation
- Research and purchase office furniture and supplies
- Assist with other duties as assigned by director

Education and Experience:

- 3rd or 4th year or recently graduated student at a post-secondary institution
- Experience and involvement with the C4C Ministry

Required Skills and Abilities:

- A deep, growing, intimate relationship with Jesus Christ
- A genuine desire to see people's lives changed
- An interest in university student ministry
- A demonstrated desire and effort to share the gospel with others
- A professional approach and demeanor
- Can thrive in a fast-paced work environment
- Be highly organized, detail-oriented, self-motivated
- Ability to type at least 50 wpm
- Articulate oral and written communicator
- Ability to Multi-task and handle different projects and changing priorities
- Willing to work in a team focused environment
- Ability to take initiative and effectively solve problems
- Ability to maintain strict confidentiality
- Knowledge of Microsoft Office: Outlook, Word, Excel, Powerpoint

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 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.