



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

## Christian Embassy: Administrative Assistant

### Job Description

<b>Job Categories:</b>	<b>Administrative; Secretarial; Clerical</b>
<b>Position Type:</b>	<b>National Internship (1 Year)</b>
<b>Job Region/Location:</b>	<b>Ottawa, Ontario</b>
<b>Reporting Relationship:</b>	<b>Reports to the Director of Christian Embassy</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

Established in Ottawa since September 1984, the *Christian Embassy of Canada (CE)* is an interdenominational organization serving diplomats, senators, members of Parliament and business executives. CE provides a variety of networking services to these communities to help them become even more effective in their leadership responsibilities. CE also seeks to be a source of information and encouragement for those desiring to learn more about the Christian faith.

This position provides administrative support to the Christian Embassy, Canada. As a point of contact for many political leaders and influential people, the successful candidate must project a professional image through in-person, phone and email interactions, in both official languages. There are also opportunities to develop a personal ministry for peers serving in government or foreign embassies.

### Responsibilities

#### Administrative & Clerical (80%):

- Coordinate and set up meetings and events for director; maintain calendar; assist other staff in setting up appointments, when time permits
- Answer telephone and greet visitors
- Maintain and update database
- Participate in weekly staff meetings, and prepare agendas and minutes for those meetings
- Help to set up travel, visa and accommodation arrangements for participants in ambassador tours and international delegations
- Research and purchase office furniture and supplies
- Research, draft or abstract reports for director
- Perform general clerical duties, which include, but are not limited to, photocopying, faxing, mailing and filing

**Other (20%):**

- Improve standard operating procedures when needed or applicable
- Assist staff in project and event-based work
- Develop a network and personal ministry with clerical and administrative workers in the government
- Other duties as assigned by director

**Education and Experience:**

- A Post-secondary diploma
- Fluency in both French and English, excellent oral and written skills in both official languages

**Required Skills and Abilities:**

- A deep, growing, intimate relationship with Jesus Christ
- A genuine desire to see people's lives changed
- An interest in politics, governments and international diplomacy
- A professional approach and demeanor
- Can thrive in a fast-paced work environment
- Be highly organized, energetic, detail-oriented, self-motivated
- Ability to type at least 50 wpm
- Knowledge of Microsoft Office: Outlook, Word, Excel, Powerpoint
- Knowledge of telephone and e-mail protocol

**Preferred Skills and Abilities:**

- Knowledge of international protocol
- Ability to improve administrative systems

**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).*