



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

## Marketing: Graphic Design Assistant

### Job Description

Job Categories:	Graphic Design; Marketing
Position Type:	National Internship (1 year)
Job Region/Location:	Power to Change Headquarters, Langley, BC
Reporting Relationship:	Head Graphic Designer; Marketing Manager
Working Conditions:	Normal Office Conditions
Funding:	Ministry Partner Development
Application Deadline:	4-5 months Prior to Desired Start Date

### Position Overview

The Graphic Design Assistant will assist the Head Graphic Designer in designing marketing materials for Power to Change ministries. This position will experience marketing and brand management for Corporate Power to Change and its 15 unique ministries. Full of variety and challenge, the successful intern will gain experience in designing for many ministries and projects.

### Responsibilities

*Please note that responsibilities may change depending on projects, staffing needs and personal interests.*

#### Graphic Design (75%):

- Assist the Head Graphic Designer in design efforts for various marketing projects
- Assist in developing marketing concepts for projects
- Research the effectiveness of designs and layouts of the corporate Power to Change website
- Research non-Power to Change websites for visual and concept approaches and comparisons
- Ensure brand consistency between Power to Change corporate designs and its 15 ministries
- Filter and Select appropriate and useable photos from our current Image Library

#### Marketing Project Coordination (25%):

- Assist Marketing Coordinator with marketing projects
- Contact and negotiate with print companies for cost quotes
- Communicate with ministries to ensure correct messaging from a design perspective
- Assist the Marketing Manager in any other areas and projects

## Education and Experience:

- At least 3<sup>rd</sup> or 4<sup>th</sup> Year in Post-Secondary Education or recent graduate
- Post Secondary Education in Marketing, Communications and/or Graphic Design
- Proven Portfolio of Graphic Design projects and pieces

## Required Skills and Abilities:

- A growing personal relationship with Jesus Christ
- A passion for Christian ministry work
- Skilled in Adobe Creative Suite: Photoshop, Indesign and Illustrator
- A keen eye for detail and design
- Possesses a creative mind
- Actively contribute ideas and suggestions
- A professional approach and demeanor
- Strong interpersonal skills
- Takes initiative to communicate with various parties
- Ability to meet tight deadlines

## Preferred Skills and Abilities:

- Experience and Knowledge in Web Design: Macromedia Flash and Fireworks

## 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.

For more information: [opportunities@powertochange.org](mailto:opportunities@powertochange.org)

Apply for this position at <https://join.powertochange.org>. Select the "National Internship (STEP)".

*\*\* 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](mailto:hr@powertochange.org).*