



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

## Project Management Office Assistant

### Job Description

<b>Job Categories:</b>	<b>Project Management; Administrative</b>
<b>Position Type:</b>	<b>National Internship (1 Year)</b>
<b>Job Region/Location:</b>	<b>PTC Headquarters: Langley, BC</b>
<b>Reporting Relationship:</b>	<b>Reports to Executive Director of Operations</b>
<b>Working Conditions:</b>	<b>Normal Office Conditions</b>
<b>Funding:</b>	<b>Ministry Partnership Development</b>
<b>Application Deadline:</b>	<b>4-5 months prior to preferred start date</b>

### Position Overview

The PMO is responsible for process definition, training, coaching and project recovery. The PMO teaches Basic Project Management with plans to develop a manager course on “How to Manage Your Project Managers”. It is headed by the Executive Director of Operations who is an accredited Project Manager and Program Manager and has over 40 years of industry experience (commerce, research & development, etc). This position will assist in developing assets to make the use of project/portfolio management easy for those with limited background.

### Responsibilities

- Develop templates and examples for critical documents that facilitate defining project, tracking execution and informing stakeholders
- Evaluate 3<sup>rd</sup> party automation possibilities (i.e. Basecamp) that work collaboratively across multiple locations which embody the spirit of project processes and planning
- Develop course-ware on how to define requirements and present course in a classroom context
- Formulate a PMO website to capture/present project-oriented ideas, content and templates
- Work with Executive Director of Operations in projects to bring about planned and effective change
- Liaise with key strategic partners within Power to Change

### Education and Experience:

- Minimum: Completed 3<sup>rd</sup> or 4<sup>th</sup> year student in Business, Computer Sciences, Computer Engineering, and/or Technical areas
- Experience working in leading projects, groups, events and/or activities

## Required Skills and Abilities:

- A growing personal relationship with Jesus Christ
- A passion for Christian ministry work
- Ability to Multi-task and handle different projects
- Strong organizational skills
- Advanced experience with Microsoft Outlook, Word, Excel and Powerpoint
- Articulate oral and written communicator
- Professional demeanor with strong interpersonal skills
- Strong research abilities
- Ability to take initiative and make recommendations to leadership team

## Preferred Skills and Abilities:

- Website creation/maintenance experience is an asset
- Some experience with project management software is preferred

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