



20385 64th Avenue, Langley, BC V2Y 1N5 | 1.800.563.1106 | 604.514.2000 | powertochange.org

Administrative Assistant

Job Description

Job Categories:	Administration, Organization
Position Type:	Volunteer
Job Region/Location:	Various locations in Canada
Reporting Relationship:	Reports directly to Ministry Stream Leader
Working Conditions:	Normal Office Conditions
Funding:	n/a
Application Deadline:	n/a

Position Overview

Connecting Streams partners with women to help them move beyond their fears to a place where they are actively engaged in their faith, compelled to love others and excited to share the hope they have in Jesus. To organize, maintain and improve the communication and administrative systems of the ministry.

Responsibilities

General office

- Maintains office supplies.
- Handles all postage needs
- Answer telephones and handle calls by routing to appropriate individuals
- Maintain Database

Communications

- Create documentation as needed; minutes, agendas, presentations, mail outs, etc
- Respond to email inquiries
- Creates, edits, and/or prepares reports, presentation materials, summaries and other documents from a variety of sources

Coordination

- Coordinate travel arrangements (cars, hotels, flights, visas).
- Handle all travel and expense reporting.
- Coordinate lunches and other events i.e. invitations, telephone inquiries, liaison with hosts, set-up details, financial arrangements, thank you notes

Accounting

- Proactively anticipates, recognizes, and resolves issues.
- Completes, reviews and processes expense reports.
- Invoicing and other accounting items

Supervisory

- May supervise and train temporary or junior level administrative staff.

- Complete all assignments and tasks in a timely manner with little or no supervision or direction.

Required Skills and Abilities:

- Be familiar with general office procedures, methods, and equipment
- Good verbal and written communication skills
- Problem solving skills
- Strong time management/organizational skills
- Proficient in the Microsoft suite of software (i.e. Word, Excel, PowerPoint, Outlook)
- Demonstrate resourcefulness, the skill to prioritize and multi-task, the ability to work well under pressure, and the initiative to act with purpose to resolve issues
- Initiative to learn, solve problems, ask questions, investigate, research
- Personal skills, works well with people
- Ability to work on their own in a home office
- Computer proficiency: email, internet, and Microsoft Office software: Word, Excel, PowerPoint, etc.

Preferred Skills and Abilities:

- Optimistic
- Encourager
- Pleasant
- Ability to Discern
- Administrative

Funding:

This position is a volunteer position and is unpaid

Please send your resume and cover letter or inquiries to: 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.