



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

GAIN: Project Manager

Job Description

Job Categories:	Administration, Communication
Position Type:	Full-time Permanent
Job Region/Location:	Langley, B.C.
Reporting Relationship:	Directly reporting to Director of Projects
Working Conditions:	Normal Office Conditions
Funding:	Ministry Partner Development
Application Deadline:	N/A

Position Overview

Global Aid Network (GAIN) demonstrates the love of God in word and deed to people who are hurting as a result of poverty, natural disaster or political upheaval. Together, we can help provide simple things: clean water, shelter, medical help and perhaps most importantly, hope. The Project Manager will manage and coordinate a case load of relief and development projects in different areas.

Responsibilities

Oversees project management:

- Project research, preparation of project proposals as well as communication of such.
- Assists in the handling of budgets
- Liaison with field partners and the assessment of certain fields.
- Oversees logistics for projects as well as the follow up reports.

Administration:

- Dealing with the day to day administration and paperwork related to projects
- Assisting in the various GAIN office tasks

Education and Experience:

- At least one year post secondary education. A bachelor's degree would be preferred but not essential.
- At least one-two years in Relief and Development Ministry or other related ministry/industry experience.

Required Skills and Abilities:

- Effective communication skills as well as exceptional inter-personal skills
- Exceptional organization skills; detail oriented
- Able to work with minimum of supervision
- Problem solver - critical thinker. Able to look at a situation from a 360[®] perspective
- Skilled to work with computers in the areas of Excel, Power Point, Word, Publisher, etc.
- Quickly able to adapt in a cross-cultural setting and in working with government officials
- Technical skills/aptitude would be considered an asset
- To demonstrate a passionate, mature and disciplined Christian life. A passion for humanitarian aid seeking to demonstrate the love God in Word and Deed.

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

*** 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.