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InterCultural Network: Assistant Graphic Designer

Job Description

Job Categories:	Art, Design
Position Type:	Volunteer/Part time permanent or Internship
Job Region/Location:	Langley, BC
Reporting Relationship:	Reports directly to Creative Director
Working Conditions:	Normal office conditions and at home
Funding:	Volunteer or Ministry Partner Development

Position Overview

InterCultural Network inspires leaders from different cultural backgrounds to discover and experience the power of Jesus Christ and bring positive change in their families and communities. The Assistant in Graphic Design will assist in the graphic and illustrative design work of Intercultural Network in the area of brochures, newsletters, web maintenance, power points, and ministry materials.

Responsibilities

Design:

- Improve, maintain, and update ICN materials (i.e. Brochures, letterheads, logo design and website).
- Assist with compiling and filing photos, videos and other multi-media.
- Prepare ICN events by designing various POS, ads, promos, banners, invitations and the like, under the supervision of the Creative Director.
- Be a part of the creative team to come up with tools necessary for ministry.
- Be able to draw, convey, present ideas for power points, newsletters, discovery group materials, and manuals for effective communications both internally in PTC as well as to other Para Church organizations or churches.
- Assist the Creator Director in designing for local teams as well as city teams in Edmonton and Toronto.

Communications:

- Assist with marketing ICN tools, training and events.
- Assist with website design to maintain and update ICN website and blogsites
- Participate in staff meetings, giving input on building the Network.
- Help design and send out newsletters quarterly.
- Take photographs, set up video, manage sound equipment at events if necessary.

Education and Experience:

- Formal Education in Graphic Design or some experience in the field
- Intercultural studies is a bonus

Required Skills and Abilities:

- Proficient in MSWord, Excel
- Familiar with Word Press
- Good understanding of web site management
- A good command of English and a secondary language in Chinese, spoken Mandarin will be a bonus.
- Good writing skills.
- Worked on Mac using software like Adobe Creative Suite, or Acrobat. Knowledge on working cross platforms from PC to Mac will be helpful.

Preferred Skills and Abilities:

- Passionate about helping to fulfill the Great Commission through his/ her communications/ graphic design skills
- High interest in other cultures
- Empathy toward immigrants
- Patient and persevering
- Self starter: willing to make suggestions to the leadership team
- Understanding the importance of impactful design for the immigrant
- Team-player, Kingdom builder, willing to take creative direction and work well with little design supervision.

Funding:

This position is either a volunteer position or 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.