



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

Global Aid Network (GAIN)

Job Description: Administrative Support Intern

Job Categories:	Administrative;
Position Type:	Internship (1 year)
Job Region/Location:	Langley, B.C.
Reporting Relationship:	Chief Operations Officer
Working Conditions:	Normal Office Conditions, Opportunity for Travel on International Project
Funding:	Ministry Partner Development
Application Deadline:	N/A

Position Overview

Global Aid Network (GAIN) Canada exists to demonstrate the love of God in word and deed, to hurting and needy people around the world, through relief and development projects. GAIN Canada has an international scope of activities that could not be accomplished without a strong national team operating out of headquarters in Langley, BC.

An internship with GAIN Canada will provide an opportunity to support GAIN’s international activities and provide a unique perspective to the field of humanitarian development. Through providing administrative support to the national team in head office along with accompanying a GAIN project team internationally, the successful candidate will be able to gain a clear understanding of the various facets of humanitarian relief and experience the work of GAIN in the field.

Responsibilities

Administrative Support (90%):

Provide support to the following humanitarian departments in GAIN with general office administration and coordination of events.

- Administrative support to LIFE teams Manager
LIFE teams engage with people’s God-given passion and desires, giving them an opportunity to invest their LIFE (labor, influence, finance, expertise) in an international project alongside the activities of GAIN in the field.

- Assisting with the development of project budgets and management of project finances
 - Reviewing project participant application forms and various waivers, communicating project details to project participants
 - Aiding in general project administration in preparing for and returning from an international project
 - Assisting in booking and coordinating travel details such as entrance visas and plane tickets
- Administrative support to Water for Life Project
Water for Life project drills water wells in villages in need of water and uses the open door the well provides to share the love of Jesus and plant churches using the Jesus Film and other evangelism tools.
 - GPS mapping of water wells in the countries of Benin, Togo, Sudan and Tanzania
 - Administrative support to Women and Orphans ministry
The women and orphans ministry partners with orphanages and women shelters in Asia, Africa and India to help provide basic food and shelter, education and to share the love of Jesus with destitute women and orphans.

International Project (10%):

- Participate on a GAiN LIFE teams project internationally
- Assist the LIFE teams manager in project administration and organization on the ground
 - This could include assisting with the budget, team scheduling, accompanying the various team components (i.e. medical team or construction team) throughout the day and acting as the GAiN Canada liaison alongside GAiN Canada staff, assisting in team training and debriefing times

Education and Experience:

- In the process of or has completed a post secondary degree

Required Skills and Abilities:

- A compassionate heart and passion to impact the hurting and poor worldwide with the love of Christ
- A desire to grow and be challenged in their personal walk with the Lord
- An interest in the field of humanitarian aid and development
- Highly personable and able to work cooperatively and in a team environment
- Strong administrative skills
- Organization and detail orientated
- Ability to comfortably work in Microsoft Outlook, Word, Excel and PowerPoint

Preferred Skills and Abilities:

- French translation abilities would be an asset
- Experience working in an office setting

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.

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. ***

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