



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

## **FamilyLife Office Administrative Assistant**

<b>Job Categories:</b>	<b>Administrative; Office Support</b>
<b>Position Type:</b>	<b>Full Time; Part-time also available</b>
<b>Job Region/Location:</b>	<b>Power to Change Headquarters: Langley, BC</b>
<b>Reporting Relationship:</b>	<b>National Director, FamilyLife</b>
<b>Working Conditions:</b>	<b>Normal Office Conditions</b>
<b>Funding:</b>	<b>Ministry Partner Development or Volunteer</b>
<b>Application Deadline:</b>	<b>As soon as possible</b>

## **Position Overview**

FamilyLife Canada, a division of Power to Change Ministries, is inspiring family transformation by addressing the real needs of the family, declaring the real answers of God's Truth for relationships, and displaying real hope for genuine connectedness to God and others. We help people strengthen their relationships with their families, friends and neighbours by helping them understand the God's incredible love. Through seminars, marriage and parenting conferences and other online resources, FamilyLife wants to see families thrive.

The Office Administrative Assistant will support the FamilyLife team with daily office duties. This will allow the team to function and serve God with greater capacity and efficiency so that more families can see their relationships strengthened by God.

## **Responsibilities:**

- Perform general clerical duties, which include, but are not limited to, photocopying, faxing, mailing, filing and tracking ministry finances
- Answer telephone calls and greet visitors; respond to emails
- Maintain and update donor and registrant database
- Provide administrative support to marketing team
- Assist with the administration of special events, training and conferences
- Coordinate and set up meetings and events for the team
- Research, prepare, draft reports for the team
- Maintain office filing system, cleanliness and presentation
- Research and purchase office furniture and supplies
- Assist with other duties as assigned by Director

## Education and Experience:

- Previous office administrative experience
- A deep, growing, intimate relationship with Jesus Christ
- A genuine desire to see people's lives changed with a focused passion for families

## Required Skills and Abilities:

- Highly organized, detail-oriented, self-motivated
- Ability to type at least 40 wpm
- Articulate oral and written communicator
- Good written and verbal communication skills
- Ability to Multi-task and handle different projects and changing priorities
- Willing to work in a team focused environment
- Intermediate/Expert knowledge of Microsoft Office: Outlook, Word, Excel, Powerpoint
- Experience in WordPress and database management software an asset.
- Knowledge of C-Vent registration system is an asset.
- Knowledge of using Social media (and dashboards) is an asset.

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