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## Associate Director of Ministry Services

<b>Job Categories:</b>	<b>Operations; Finance; Management</b>
<b>Position Type:</b>	<b>Permanent; Full-time</b>
<b>Job Region/ Location:</b>	<b>Langley, BC – Power to Change National Headquarters</b>
<b>Reporting Relationship:</b>	<b>Reports to the Executive Director of Ministry Services</b>
<b>Working Conditions:</b>	<b>Normal Office Conditions</b>
<b>Funding:</b>	<b>Ministry Partner Development</b>
<b>Application Deadline:</b>	<b>Ongoing</b>

### Position Overview

Power to Change Ministries seeks to glorify God by making a maximum contribution toward helping to fulfill the Great Commission in Canada and around the world by developing movements of evangelism and discipleship. We envision millions of volunteers engaged in faith adventures that transform lives through the gospel. We are a non-profit Christian organization with 500 staff members and 14 unique ministries.

The Associate Director of Ministry Services reports directly to the Executive Director of Ministry Services. This position will implement high-level operational strategies, systems and policies for the Finance, Human Resources, Information Technology, Headquarters Operations and Resource Centre departments. Through planning, researching, resourcing and tracking, this position will equip and empower the departments for more effective, efficient and impactful service to our ministries. The successful candidate should have a strong understanding of and experience in missionary/field ministry involvement in order to help bridge the needs of the ministries to the solutions that ministry services departments can provide.

## **Responsibilities**

### **Finance, Human Resources, Information Technology, HQ Operations and Resource Centre Departments:**

- Plan, organize, coordinate, and evaluate departments' services
- Create and implement operational strategies and methods that enhance and empower the departments and their teams
- Develop short term and long range plans as well as conduct needs assessment for the enhancement of administrative services and fiscal stability
- Provide recommendations regarding management practices and policy issues. Ensure effective communication and alignment of new and existing policies
- Assist in managing external contracts, consultants and suppliers' agreements

### **Domain Council and Ministries Liaison:**

- Evaluate on an ongoing basis Ministry Services and their value to all PTC ministries
- Propose new systems and procedures to enhance Ministry Services' activities and functions for all PTC ministries
- Help troubleshoot ministry needs as related to Ministry Services departments offering value-added solutions

### **Financial Operations and Integrity:**

- Ensure all expenses meet Power to Change policy and are within budget
- Ensure all reports and information on all expenses that exceed approved budgets are collected and ready for authorization submission to the Executive Director of Ministry Services
- Act as the liaison for legal issues regarding trademarks, CRA Compliance, Auditors, IRS of US non-profits and privacy regulations
- Support the budgeting process for Power to Change
- Manage the insurance coverage regarding buildings, liabilities, directors and officers insurance, staff benefits plan and travel and accident insurance

### **Board of Directors Involvement:**

- Compile relevant reports that review current operations
- Compile relevant reports that provide vision and strategy for long-term plans
- Assist in maintaining corporate minutes and documents

### **Education and Experience:**

- Bachelor's Degree in Commerce, Business, Management or related field.
- A recognized accounting designation such as CMA, CGA, CA – *IS AN ASSET*
- Experience in leading at a leadership level in a non-profit organization
- Minimum 5 years of experience in Administration/Operations Management
- Minimum 5 years of experience on the missions field
- International experience working with leaders, agencies, and ministries *IS AN ASSET*
- Possesses a growing relationship with Jesus, with experience in spiritual leadership

## Required Skills and Abilities:

- Strong interpersonal skills
- Excellent written and oral communication skills
- Strong understanding of financial budgets and project management
- Possesses a keen desire to remain knowledgeable on current tax laws and procedures as they relate to Charities
- Ability to prepare reports and presentations in short timelines
- Ability to work with non-ministry professionals such as external auditors, lawyers and the CRA
- Ability to analyze complex organizational problems and recommend solutions
- Ability to apply biblical concepts within organizational contexts in addressing organizational issues

## 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.

## Required Affirmation of Faith and Code of Conduct:

- The [mission](#) of Power to Change is to further 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 Christian belief and demonstration of lifestyle as outlined in the Power to Change Code of Conduct and [Statement of Faith](#). 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 Statement of Faith, please email [hr@powertochange.org](mailto:hr@powertochange.org).