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Writer

Job Description

Job Categories:	One-year Internship
Position Type:	Writer
Job Region/Location:	Headquarters Office - Langley, BC
Reporting Relationship:	Marketing and Communications Manager for GAIN
Working Conditions:	Normal Office Conditions
Funding:	Ministry Partner Development
Application Deadline:	N/A

Ministry Overview

Global Aid Network (GAIN), the humanitarian division of Power to Change, is a worldwide relief and development organization dedicated to bringing hope and tangible help to the poor and the suffering.

Position Overview

The writer will need to have a heart for compassionate activity and humanitarian work. He/she will add capacity to GAIN's marketing and communication by helping capture, write, edit and layout various stories, reports, proposals and publications necessary to help promote the ministry and update constituents. This person will also have the opportunity to experience GAIN's ministry by participating on one international trip.

Responsibilities

- Researches a subject and/or story
- Writes and edits stories, reports, proposals and various publication pieces
- Ensures work is well-written, accurate and submitted to deadline
- Conducts interviews, either in person or over the phone
- Generates ideas for stories
- Sources images from GAIN's library to accompany written pieces
- Meets with Marketing & Communications Manager to plan the content of various articles
- Edits and rewrites documents that is submitted from field staff and/or team members
- Oversees the layout, appearance and content of articles
- Proofreads articles and publications before going to press
- Assist other staff to meet their deadlines on publications
- Contributes to the creation of storyboards and scripts for videos
- Lays out articles and proposals using GAIN's templates
- Updates GAIN's social media
- Updates and write new content for website and blog

Education and Experience:

- Currently in or has graduated from an accredited college or university in an appropriate curriculum related to communications, journalism, English, and some experience in communications work; or any equivalent combination of training and experience.

Required Skills and Abilities:

- Ability to effectively communicate ideas orally and in writing
- Awareness of social media and their requirements necessary for updates and articles
- Comfortable with interviewing people and asking the necessary questions to capture a story
- Ability to visualize storyboards and scripts for video production
- Creative and a willingness to think outside the box
- Ability to prioritize what it takes to meet specific deadlines
- Needs a good eye for detail, good communication and listening skills
- General knowledge of personal computers; technical skills for website, e-newsletters and blogging is ideal
- A good eye for how to lay out a story (in terms of design)
- Ability to work within a team environment
- Proficient with Microsoft Word

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.