



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

Executive Assistant to the Executive Director of Ministry Services

Job Categories:	Leadership Development; Operations
Position Type:	Internship (12-18 Months)
Job Region/Location:	Langley, BC
Reporting Relationship:	Reports to the Executive Director of Ministry Services
Working Conditions:	Normal Office Conditions
Funding:	Partial Ministry Partnership Development
Application Deadline:	March 1, 2012

Position Overview:

Looking to learn operations and leadership in a fast-paced environment while helping to fulfill the Great Commission?

The Executive Director of Ministry Services' Office of Power to Change is looking for a sharp and motivated individual to serve as the Executive Assistant to the Executive Director of Ministry Services.

The Executive Director of Ministry Services directly oversees the departments of Finance, Human Resources, IT, Headquarters, and the Power to Change Resource Centre. If you're looking for a leadership development opportunity under a senior leader with extensive experience in both field ministry and operations, this may be the opportunity for you.

This role also includes opportunity for significant engagement with special operations projects as well as intentional leadership development and mentoring. Specifically, this includes regular times of individual mentoring and discussion concerning leadership, ministry and strategy.

As a high-capacity assistant and leadership apprentice, your position will entail:

- Providing high-quality executive and administrative support (writing emails, managing calendars, taking notes, making travel arrangements, etc.)
- Information gathering and research for various Ministry Services needs
- Troubleshooting various problems with Ministry Services departments and processes
- Developing and implementing new operations systems and special projects
- Working closely with senior operations leaders (HR, Finance, IT, Headquarters, Resource Centre)
- Engagement with field ministry leaders regarding implementation of systems and processes
- Occasional opportunities for direct field ministry
- Providing coordination of legal matters including trademarks, domain names, legal entities, billing, etc.

- Providing overall coordination of insurance matters, including annual renewal process, changing policy limits, adding insurance locations, etc.
- Assisting in the development of Board of Directors minutes and compiling binders for the Board
- Providing support to the Executive Leadership Team and the Board of Directors as necessary
- Providing assistance and oversight in the overall budgeting process by working with ministry leaders and department directors
- Assist in financial oversight processes

Education and Experience:

- Bachelor's degree or higher in administration, business, finance or similar preferred
- Ministry experience

Required Skills and Abilities:

- Passion for Christian ministry work
- A growing personal relationship with Jesus Christ
- Active in sharing his or her faith
- Experience, interest and desire to grow in leadership and operations
- Excellent computer skills and strong administrative capacity
- Exceptional written and oral communication skills
- Pleasant and professional demeanour
- Proactive and ability to think on his or her feet
- Effective problem solver
- Flexible in handling changing priorities
- Able to maintain strict confidentiality
- Ability to work with fast-paced environment
- Ability to prioritize competing issues
- Attention to details, even when under time constraint
- Dedicated with a servant heart

Funding:

This position requires Partial 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 partially 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 including 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 Code of Conduct. 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 Code of Conduct, please email hr@powertochange.org.