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## Administrative Assistant *Christian Embassy*

<b>Job Categories:</b>	<b>Administrative; Secretarial; Clerical</b>
<b>Position Type:</b>	<b>National Internship (1 year)</b>
<b>Job Region/Location:</b>	<b>Ottawa, ON</b>
<b>Reporting Relationship:</b>	<b>Reports directly to Director of Christian Embassy</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>

### Ministry Overview

**Power to Change** 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 power of the gospel. You can be a part of this movement of change by applying your skills in PTC Ministries.

**Christian Embassy** is a source of information and encouragement for national and international leaders who are open to learning more about God. By forging long-lasting relationship, Christian Embassy can have an impact on Ottawa, Canada and the world.

### Position Overview

The Administrative Assistant provides support to the Christian Embassy, Canada. As a point of contact for many political leaders and influential people, the successful candidate must project a professional image through in-person, phone, and email interactions, in both official languages. There are also opportunities to develop a personal ministry for peers serving in government or foreign embassies.

### Responsibilities:

#### Administrative & Clerical (80%)

- Coordinate and set up meetings and events for Director; maintain calendar; assist other staff in setting up appointments when time permits
- Answer telephone and greet visitors
- Maintain and update database
- Participate in weekly staff meetings and prepare agendas and minutes for these meetings
- Help set up travel, visa and accommodation arrangements for participants in ambassador tours and international delegations
- Research and purchase office furniture and supplies
- Research, draft or abstract reports for Director
- Perform general clerical duties, which include but are not limited to photocopying, faxing, mailing and filing

## **Other (20%)**

- Improve standard operating procedures when needed or applicable
- Assist staff in project and event-based work
- Develop a network and personal ministry with clerical and administrative workers in the government
- Other duties as assigned by Director

## **Education and Experience:**

- Post secondary diploma
- Fluency as well as excellent written and oral skills in both English and French

## **Required Skills and Abilities:**

- A deep, growing, intimate relationship with Jesus Christ
- A genuine desire to see people's lives changed
- An interest in politics, governments, and international diplomacy
- A professional approach and demeanor
- Able to thrive in a fast-paced environment
- Highly organized, energetic, detail-oriented and self-motivated
- Able to type at least 50 wpm
- Knowledge of Microsoft Office: Outlook, Word, Excel, PowerPoint
- Knowledge of telephone and email protocol

## **Preferred Skills and Abilities:**

- Knowledge of international protocol
- Ability to improve administrative systems

## **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. In order to make the best use of your time and ours, only applicants who closely match our requirements will be contacted directly.*

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 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 contact Human Resources.