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Administrative Assistant Christian Embassy

Job Categories:	Administrative
Position Type:	Permanent Full-Time OR Part-Time
Job Region/Location:	Ottawa, ON
Reporting Relationship:	Executive Director Christian Embassy/
Working Conditions:	Normal Office Conditions as well as on Parliament Hill
Funding:	Ministry Partner Development
Application Deadline:	Ongoing

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.

The Christian Embassy of Canada (CE) serves diplomats, senators, members of Parliament and business executives. The CE inspires leaders with the Person and values of Jesus Christ. Our staff engages with political, diplomatic, and business leaders to discover Jesus, experience His life-changing power and inspire other leaders to do the same. In building and strengthening relationships CE offers initiatives that connect leaders with leaders to help them accomplish their responsibilities and learn more about the Christian faith.

Position Overview

There is a consistently high response to our events and a growing openness to CE initiatives. Added administrative strength on the team will allow a broader and deeper impact. This individual is often the first contact in CE for many of the 125 embassies in Ottawa and to the office of Parliamentarians. Therefore this individual needs to project a professional image through in-person and phone interaction, in both official languages. He or she will also share in the planning and implementation of outreaches, ranging in size from 3 to 230 participants, and develop a personal ministry to those serving in government or foreign embassies.

Responsibilities:

Administrative responsibilities:

- Coordinate and set up meetings and events for the director.
- Assist other staff in setting up appointments, as time permits.
- Assists others on the team with administrative aspects of meetings and events.
- Monitor and respond to emails received by our general CE addresses.
- Participate in weekly staff meetings, and prepare agendas and minutes for those meetings.
- Maintain administrative calendar.
- Maintain and update contact and event database.

- For International delegations: Help to set up travel, visa and hotel arrangements.
- Research, draft, or abstract reports for director.
- Greet visitors; answer telephone;
- Train staff in use of hardware and software to enhance their ministries.
- General clerical duties, which include, but are not limited to, photocopying, faxing, mailing and filing.
- Maintain and replenish inventory of office supplies and regular ministry materials
- Improve standard operating procedures as needed.
- Other duties as assigned by director

Personal ministry responsibilities: (up to 10 hours/week)

- Develop personal ministry among diplomatic staff and/or staff at the Parliament.

Education and Experience:

- Post-secondary diploma.

Required Skills and Abilities:

- Fluency in both French and English, including excellent writing skills in both
- Ability to type at least 40 wpm,
- Knowledge of Microsoft Office programs and Google Apps
- Knowledge of telephone protocol.
- Knowledge of international protocol and/or international experience desirable.
- Ability to put into place or improve administrative systems would be very useful.

Preferred Skills and Abilities:

- Bilingual in French and English

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. Power to Change believes that Ministry Partner Development is biblical and God will provide everything necessary to fulfill the calling into the ministry. 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. 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.