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Communications Coordinator 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

Social networking and other 21st century means of digital diplomacy are an increasingly important part of our ministry. We need a skilled person who can drive our messaging in ways that are acceptable to diplomats from 125 countries. Special emphasis is to be given to maintaining our website and expanding the audience. The preferred candidate will project a professional image through in-person, phone and on-line interactions in both official languages.

Responsibilities:

Communications

- Help staff team improve proficiency in writing succinctly and using words that attract search engines. Similarly direct staff to useful communication resources.
- Provide lead to the entire staff team in producing reports of varying length (140 characters for twitter up to articles that can be published on our website)
- Maintain CE website with fresh content every week
- Oversee photography work at all of our major events and send 25 per event to Langley marketing
- Follow-up tweets and Website inquiries and insure that the proper CE team member is tasked with appropriate follow-up.
- Post upcoming events on the website (calendar section and special graphics)

- Maintain an attentive eye toward non-CE events and resources that could be featured on CE with director approval
- On request, represent CE in internal or external forums addressing marketing issues.
- On request, interface with Advancement and marketing Depts to discern how effective our marketing and what can be done to improve it.
- Organize and maintain photo library and audio library of recorded messages from events
- Coordinate with other Christian Embassies to strengthen our overall global ministry reach and impact

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

- Potentially act as an online mentor within peers through Truth Media
- Develop personal ministry among diplomatic staff and/or staff at the Parliament, including, but not limited to, communication specialists

Education and Experience:

- A post-secondary degree
- Oral and written fluency in both French and English.
- International experience desirable

Required Skills and Abilities:

- A growing personal relationship with Jesus Christ.
- A genuine desire to see people's lives changed.
- Skilled in leading others in evangelism and discipleship, or willing attitude to build skills
- A professional demeanor.
- Strong relationship building skills.
- Excellent public speaker.
- Strong event coordination skills.
- Advanced working knowledge of WordPress, Google Apps, Twitter, and other communication tools. Adobe Creative Suite skill desirable.

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.