



20385 64<sup>th</sup> Avenue, Langley, BC V2Y 1N5 | 1.800.563.1106 | 604.514.2000 | [powertochange.org](http://powertochange.org)

## LIFE Teams Manager

<b>Job Categories:</b>	<b>Administration; Communications</b>
<b>Position Type:</b>	<b>Full-time; Permanent</b>
<b>Job Region/Location:</b>	<b>Langley, B.C.; Power to Change National Headquarters</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** is an organization that seeks to collectively, as well as individually, spread the gospel of Jesus Christ through movements of evangelism and discipleship. No matter what type of work those involved with P2C do, whether staff or volunteers, we understand that our work collectively is to further this overall mission. In accordance with our mission statement to spread the gospel, everyone who applies to be involved will be required to sign and adhere to the Statement of Faith and Code of Conduct.

## Position Overview

**Global Aid Network (GAIN)** is a ministry that exists to demonstrate the love of God – in word and deed – to hurting and needy people around the world through relief and development projects. The role of the LIFE Teams Manager is to manage the LIFE teams program with GAIN Canada. This includes promoting LIFE teams, recruiting volunteers to go on projects and managing project teams. Give leadership to the development and implementation of the LIFE Teams program.

## Responsibilities

- Develop and oversee LIFE Teams program and procedures in consultation with GAIN executive leadership team
  - Create and manage a database of volunteers to go on LIFE Teams
  - Oversees the processing of all applications (review all applicants and interview, if needed) for LIFE teams projects
  - Coordinates the formation of project teams and communicates with project participants
  - Develop training materials and operations manuals for LIFE teams
- Manage LIFE teams in the field by coordinating project details with team leaders and in country partners
  - Liaise with in-country partners to develop framework for LIFE teams when in the field
  - Leads project orientation, bible study and debrief with participants while in the field and upon return home
  - Establish regular communication with participants both prior to and upon return from field
- Prepare and manage the budget portfolio for the LIFE teams program
  - Annual budgets & plans for LIFE teams
  - Manage and oversee expenses/budget while in the field
  - Reconcile project accounts upon return of the team

- Works with GAIN's Marketing & Communication Director to develop materials for recruiting, online and in print
  - Provide guidelines for recruitment of teams
  - Actively engages in recruitment of LIFE teams volunteers

## Education and Experience:

- At least one year post secondary education. A Bachelor's degree is preferred but not essential
- At least one-two years in Relief and Development Ministry or other related ministry/industry experience

## Required Skills and Abilities:

- Effective communication skills as well as exceptional inter-personal skills
- Exceptional organization skills; detail oriented
- Able to work with minimum of supervision
- Problem solver - critical thinker. Able to look at a situation from a 360° perspective
- Skilled to work with computers in the areas of Excel, Power Point, Word, Publisher, etc.
- Quickly able to adapt in a cross-cultural setting and in working with government officials
- Technical skills/aptitude would be considered an asset
- To demonstrate a passionate, mature and disciplined Christian life. A passion for humanitarian aid seeking to demonstrate the love God in Word and Deed

## 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@p2c.com](mailto:opportunities@p2c.com)**

*\*\* 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 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.*