



National Office: 20385 64 Avenue, Langley, BC V2Y 1N5 | 1.800.563.1106 | 604.514.2000 | powertochange.org

Human Resources: Recruitment & Selection Assistant

Job Description

Job Categories:	Recruitment; Selection; Administrative
Position Type:	Full-time; Temporary; 4 month internship
Job Region/Location:	Langley, BC
Reporting Relationship:	Recruitment & Selection Coordinator and Manager
Working Conditions:	Normal Office Conditions; some local traveling may be required
Funding:	Ministry Partner Development \$5600
Application Deadline:	3 months Prior to Desired Start Date

Position Overview

The Recruitment & Selection Assistant will be an important resource for Power to Change ministries as it expands its staffing needs. This position will assist with recruiting Field and Support staff and interns, reviewing and interviewing job candidates and providing resources to support ministries with their recruitment efforts. The successful intern will be challenged with hands-on Human Resources projects and functions.

Please note that responsibilities may change depending on projects, staffing needs and personal interests.

Responsibilities

Recruitment (40%):

- Assist the R&S Coordinator in Field and Support staff recruitment
- Filter resumes to identify qualified job candidates
- Search for qualified candidates online to recruit
- Respond to first inquiry emails and send preliminary interest forms
- Attend recruiting events such as Career and Missions Fairs at Conferences, Bible Colleges, Universities, etc
- Administer the Power to Change and external job banks and job board
- Write job descriptions

Selection (40%):

- Conduct Preliminary phone interviews and/or first interviews
- Check Candidates' References
- Communicate with ministries on the HR Recruitment & Selection Procedures
- Confirm the job responsibilities and qualifications with ministry leaders
- Create and compile a wider selection of interview questions

Other (20%):

- Assist the R&S Coordinator with the short term internship program
- Assist the R&S Coordinator with new staff orientations and building tours
- Develop content for recruitment materials
- Liaise with Corporate Power to Change marketing to work on recruitment materials
- Assist the R&S Manager and/or HR team with other duties and projects

Education and Experience:

- At least 3rd or 4th Year in Post-Secondary Education or recent graduate
- Post Secondary Education in Human Resources and/or General Business Management
- Experience in conducting interviews (behavioural and situational)

Required Skills and Abilities:

- A growing personal relationship with Jesus Christ
- A passion for Christian ministry work
- Working knowledge of Employment Standards Act and Human Rights Code
- Competency in Microsoft Office
- Strong written and oral communication skills
- A professional approach and demeanor
- Strong interpersonal skills
- Takes initiative to communicate with various parties

Preferred Skills and Abilities:

- Working knowledge of various personality and work style assessments (i.e. Birkman, Myers-Briggs, True Colors, etc.)

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.

For more information: opportunities@powertochange.org

Apply for this position at <https://join.powertochange.org>. Select the "Short Term Internship/COOP Application".

*** 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 email hr@powertochange.org.