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Administrative Intern Global Aid Network (GAIN)

Job Categories:	Administration
Position Type:	Internship (1 year)
Job Region/Location:	Langley, B.C.; Power To Change National Headquarters
Reporting Relationship:	Chief Operations Officer
Working Conditions:	Normal office conditions
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.

Global Aid Network (GAIN) demonstrates the love of God in word and deed to people who are hurting as a result of poverty, natural disaster or political upheaval. Together, we can help provide simple things: clean water, shelter, medical help and perhaps most importantly, hope.

Position Overview

An internship with Global Aid Network provides an opportunity to support international activities and provide a unique perspective to the field of humanitarian development. Through providing administrative support to the national team at headquarters and accompanying a ministry project team internationally, the successful candidate will be able to gain a clear understanding of the various facets of humanitarian relief and experience the work of the Global Aid Network ministry in the field.

Responsibilities:

Administrative Support (90%):

Provide support to the following humanitarian departments in Global Aid Network with general office administration and coordination of events:

- **LIFE Teams** engage people's God-given passions and desires, giving them the opportunity to invest their LIFE (labor, influence, finance, expertise) in an international project alongside the activities of the ministry in the field
 - Administrative support to LIFE Teams Manager
 - Assist with development of project budgets and management of project finances
 - Review project participant application forms and various waivers, communicating project details to project participants
 - Aid in general project administration in preparing for and returning from an international project
 - Assisting in booking and coordinating travel details such as entrance visas and flight tickets

- The **Water for Life Project** drills water wells in villages in need of water and uses this open door to share the love of Jesus and plant churches using the Jesus Film and other evangelism tools
 - GPS mapping of water wells in the countries of Benin, Togo, Sudan, and Tanzania
- The **Women and Orphans Ministry** partners with orphanages and women shelters in Asia, Africa and India to assist in providing basic food and shelter, education, and to share the love of Jesus with destitute women and orphans

International Project (10%):

- Participate in a Global Aid Network LIFE Teams project internationally
- Assist the LIFE Teams Manager in project administration and organization on the ground, including assisting with the budget, team scheduling, accompanying the various team components (i.e. medical team or construction team) throughout the day and acting as the Global Aid Network Canada liaison alongside the ministry staff, and assisting in team training and debriefing times

Education and Experience:

- In the process of or has completed a post secondary degree

Required Skills and Abilities:

- A compassionate heart and passion to impact the hurting and poor worldwide with the love of Christ
- A desire to grow and be challenged in their personal walk with the Lord
- An interest in the field of humanitarian aid and development
- Highly personable and able to work cooperatively and in a team environment
- Strong administrative and organizational skills
- Detail oriented
- Able to comfortably work in Microsoft Outlook, Word, Excel and PowerPoint

Preferred Skills and Abilities:

- French translation abilities would be an asset
- Experience in office setting

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.

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.