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## Ministry Operations and Communications Intern *Athletes in Action*

<b>Job Categories:</b>	Operations; Communications; Administration
<b>Position Type:</b>	Full-Time / Part-Time
<b>Job Region/Location:</b>	CA-BC-Langley
<b>Reporting Relationship:</b>	AIA Operations Director
<b>Working Conditions:</b>	Normal Office Conditions
<b>Funding:</b>	Volunteer or MPD
<b>Application Deadline:</b>	Open

### 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.

**Athletes in Action (AIA)** is a ministry uniquely designed to reach the sports-minded - both professional athletes and professional fans! Working at the amateur, varsity and professional levels, we encourage players and coaches to use the platform of sports to share the message of God's love.

### Position Overview

The Ministry Operations and Communications Intern will seek to complete project based tasks and system development in order to more effectively serve the needs of the AIA field staff across Canada. This will include a focus in developing financial and statistical performance measures and creating reports to the appropriate Executive Teams. It will also include developing AIA's marketing and communications for the purpose of increasing communication and branding to ministry partners (investors) as well as participants and leaders of AIA movements across Canada.

### Responsibilities:

#### Communications

- Coordinate newsletters and donor communications
- Social media development and brand strategy development

#### Administration and Operations

- Plan outreaches and various AIA events
- Coordinate schedules, such as venue details and logistics for events
- Organize fundraisers and monitor budgets

## **Systems Development**

- Utilizes various Google Applications (i.e. Google Script/DRIVE) for planning and administrative records
- Use of wordpress for online AIA website
- Developing and managing online event registration software

## **Education and Experience:**

- 3<sup>rd</sup> or 4<sup>th</sup> year University or recent grad
- No sports experience necessary, interest in sports administration/ministry an asset
- Preferred major Business Studies/Leisure Management

## **Skills and Abilities:**

- A deep, growing, intimate relationship with Jesus Christ
- A genuine desire to see people's lives changed
- A professional approach and demeanor
- Excellent people and project management skills
- Problem solving ability with an eye to improving organizational efficiency
- An empowered servant-leadership heart with the ability to lead a team
- Self motivated and hard working
- A desire to grow and improve in character and competency
- Sports experience preferred but not required

**Please visit our [join.powertochange.org](http://join.powertochange.org) to fill out an application.**

*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.*