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Title: *Administrative Assistant, Mentoring Team*

Ministry: *The Life Project*

Location: *Langley, BC*

Reports to: *Mentoring Director*

Ministry Overview

Power to Change (P2C) 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 P2C Ministries.

Position Overview

Reporting to the Mentoring Director, the Administrative Assistant will assist in the oversight and planning of the Mentoring Team's ministry. It will be his or her priority to ensure accurate documentation and communication of meeting notes and action steps. The Administrative Assistant will also mentor as an online missionary and be involved in mentor recruitment. To learn more about The Life Project, visit thelifeproject.com.

Primary Responsibilities:

Administration

- Complete invoicing and liaise with clients to review and share stories and statistics.
- Assists the Mentoring Director with financial record-keeping and management as needed
- Coordinate and help run team meetings efficiently, ensuring accurate and up-to-date minutes.

Mentor Recruiting Liaison

- Collaborate with the Editorial Manager and Mentoring Director to:
 - Track the status of mentor recruitment advertising and promotions.
 - Make the Mentoring and Editorial teams aware of current needs.
 - Ensure that specific need-based promotions are taking place to find additional mentors.
 - Ensure that marketing and promotional materials are being developed and utilized.

Education & Experience:

- Completion of some post-secondary education in business or a related field, or a minimum of one year working in an administrative role

Required Skills & Abilities:

- Basic proficiency in Microsoft Office programs, specifically Word and Excel
- Basic proficiency in Internet navigation and a willingness to learn Google applications.

This position requires Ministry Partner Development where the successful candidate will be required to build a team which provides financial and prayer support for salary and ministry expenses including benefits coverage.

Other Requirements:

A growing, personal relationship with Jesus Christ and a pre-existing belief and demonstration of lifestyle as outlined in the P2C Code of Conduct and Statement of Faith and abide by the biblical principles outlined in these documents.

Please visit our job board at powertochange.com/organization/get-involved/careers to fill out an application or to see other current openings.

We thank all applicants for their interest in Power to Change; however, only candidates who closely match the requirements will be contacted directly. Candidates who are selected may be required to complete a background check.