



Women's Heart-Engaging Network (WHEN), a ministry of Power to Change, is seeking a Chinese Ministry Developer.

Learn more about WHEN: <https://p2c.com/when/>

JOB DESCRIPTION

Notes on ideal candidate:

a. Administrative skill alongside passion and calling to empower and serve the volunteers to reach women for Jesus Christ and the local church.

- b. Someone who can source information for the team
- c. Using existing templates - invitation design, meeting templates, etc.
- d. Help with communication and coordination of team
- e. Someone who can help support multiple teams to allow multiplication to happen.
- f. Leadership - someone to help with communication.
- g. Can document meetings by taking notes - giving clear communication and follow up on action points
- h. Ability to guide meeting - what are priorities
- i. Ability to translate existing WHEN training documents.
- j. Patience, quick learner, good organizational skills, strong Christian
- k. Consider technical skills

2. Other important things to keep in mind:

- a. Trilingual (Mandarin, Cantonese, and English)
- b. 5 C's (Commitment, chemistry, character, competence, courage)
- c. Courage when things are not working, courage when we need to expand or change.
- d. Strong administrative skills in order to help free up team volunteers to focus on people
- i. Know how to type Chinese and English
- ii. Able to use Excel
- iii. Able to use PowerPoint
- iv. Graphic design - Able to use existing templates
- v. Technical skills - zoom skills, editing video, producing video
- e. Local to Lower mainland
- f. Able to drive/has a vehicle
- g. Under mentorship of Jeanne, National Ministry Director, teach them how to facilitate teams
- h. Part of their role is to develop the volunteers and the processes. There's a real need to find someone who has the strength to do this graciously, and is committed to doing this.
- i. Have a deep love and appreciation for WHEN's mission,
- j. Has a deep love for and values working with volunteers.

Contact:

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Jeanne Manire

National Ministry Director | **WHEN**

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