



CANADIAN MINISTRY PROJECTS COORDINATOR

Samaritan's Purse is a Christian international relief organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ.

Samaritan's Purse Canada is looking for a skilled administrator to assist the Canadian Ministry Projects (CMP) department. This role will be responsible for managing day-to-day administrative tasks and financial processes, helping to improve departmental efficiency and productivity. Additionally, the individual will be a valuable member of the Samaritan's Purse Canada Response Team and provide administrative support during Canadian Disaster Response (CDR) activities. This position plays a crucial role in supporting Samaritan's Purse Canada's mission and objectives by providing physical aid to those in need. This is a permanent, full-time position that offers a comprehensive benefits package, including life insurance, medical/dental coverage, short-term/long-term disability, RRSP contributions (after 1 year of employment), and 15 days of vacation per year to start.

Responsibilities include but are not limited to:

- Assists with various tasks such as preparing communication pieces, responding to inquiries, intra-office routing, scheduling, meeting minutes, and assisting with travel preparations
- Verifies completeness, accuracy, and compliance of all reports and financial paperwork prior to circulation for approval or submission to Finance Department
- Develops written summaries and reports of departmental ministry outcomes for internal and external audiences
- Provides supplemental logistical support, administration, and information for all volunteer response deployments
- Continually assesses and makes recommendations to improve CMP systems and processes

Qualifications:

- Qualified applicants should be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith
- Undergraduate degree in a related field (Business Administration, Volunteer Management)
- 2-3 years of experience in an administrative role
- Disaster response experience is an asset
- Strong proficiency with Microsoft Office
- Strong administration, organization, and prioritization skills
- Detail oriented, thorough, and accurate
- Proficient in bookkeeping methods and proper internal control practices
- Ability to maintain the confidentiality of records and information

Note: Staff must be in agreement with the Samaritan's Purse Statement of Faith and be committed to Biblical values, precepts and conduct. We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview.

No phone calls please.



- Demonstrated experience using database systems such as CRM
- Able to work independently with little supervision within a team environment
- Proven writing and editing capabilities

Contact Information:

To respond to this opportunity, please forward your resume together with a cover letter detailing your passion for Christian ministry employment to:

Attention: Human Resources
20 Hopewell Way NE, Calgary, AB T3J 5H5
Email: employment@samaritan.ca

Application Deadline: Open until a suitable candidate is selected.

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