



Disaster Assistance Response Team (DART) RECRUITER

Are you a natural networker with a flair for connecting talent with purpose? Does the idea of making connections within the spheres of professional associations and institutions set your enthusiasm ablaze? If your answer is a resounding "YES," then brace yourself for an exciting opportunity as we extend a warm invitation to join our vibrant team!

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.

As the DART Recruiter, you will be responsible for establishing connections with various institutions and professional associations as part of the recruitment and selection process for DART. You will support hiring managers in selecting the right talent for disaster response teams through job posting, interviews, and reference checks, and will be one of two contacts for all applicants. You will ensure that all successful applicants have a strong alignment with the mission and purpose of the organization, and will facilitate deployment, as well as provide logistical and administrative support to staff members serving on the field. As an integral member of the Human Resources team, this role will help SPC carry out its mission and objectives through participation in daily prayer ministry.

The successful candidate will fulfill a full-time Maternity-Leave contract position (from August 2024 to March 2026) in the Calgary head office. This position includes benefits of life insurance, medical/dental and short-term/long-term disability, and 15 days of vacation per year to start.

Ready to make a difference? Join us in this transformative journey! Together, let's shape a brighter future!

Responsibilities include but are not limited to:

- Provides assistance with DART recruitment by attending professional gatherings, reviewing applications, scheduling and conducting interviews, reference checks, tracking, saving and dissemination to the International Disaster Response Unit (IDRU), and confirmations of suitability and deployment process
- Facilitates engagement activities for the DART, which includes, but is not limited to, coordinating conferences/workshops, regional gatherings/events, online engagement platforms (i.e. webinars, virtual classrooms, social media pages, etc.), printed publications, and DART communication and development opportunities
- Assists with data entry and data clean up, ensuring integrity and accuracy of employee data stored in the Human Resources Information System.
- Liaises with Human Resources regarding staffing needs, contract renewals and terminations, and assists with the onboarding of new DART staff members
- Participates in post-deployment DART field evaluations with IDRU
- Monitors end dates for DART member's contracts, and liaises with Human Resources to amend contract end dates
- Provides administrative support to the IDRU, such as preparing communication, responding to inquiries, scheduling meetings, and taking minutes
- Supports the coordination of trainings (DART / Medical-DART / Leadership / Sector-specific)

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.



Qualifications:

- Qualified applicants must be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith
- 3+ years of experience in a recruiting or HR administrative role
- Experience working overseas in a direct relief and development environment an asset
- Post-secondary education in Human Resources or other related degree
- A natural networker that is personable, professional and approachable
- Excellent communication and interpersonal skills with the ability to cultivate and build relationships
- Proficient in Microsoft Office Suite (advanced in Word, Excel & Outlook), with strong writing and editing skills
- Detail-oriented, team player, and maintains confidentiality of records and information
- Strong organizational, problem solving, and self-direction skills
- Ability to work independently with little supervision, while being in a team environment

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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