



OPERATION CHRISTMAS CHILD (OCC) DATA PROCESSING ASSISTANT MANAGER

Are you passionate about making a meaningful impact during the holiday season? Do you thrive in fast-paced environments where your attention to detail and organizational skills are crucial? If so, we have an exciting opportunity for you! Samaritan's Purse Canada is currently looking for an Assistant Manager for our Data Processing Team, contracted for our Operation Christmas Child (OCC) shoebox program.

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.

The OCC Data Processing Assistant Manager is responsible for providing support in overseeing the Seasonal OCC Data Processing Team – a diverse group of individuals who process donations and information. The primary duties of this role include, but is not limited to, recruitment, OCC Data Processing Center set-up, and general oversight of the donation processing team.

If you are looking for a short-term position and want to help make a difference in the lives of children and families around the world, then this could be a great opportunity for you.

This is a full-time contract position from **September 17, 2024, until January 16, 2025**, This role operates from **Monday to Friday, 8:00 am to 4:30 pm**, located in our Calgary office.

Qualifications:

- Qualified applicants must be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith
- Post-secondary education in Office Administration or other related discipline an asset, but not required
- 3+ years supervisory/management experience including experience hiring and training staff
- 2 – 5 years' experience in an administrative/data entry role
- Proficient in MS Office Word and Excel, with strong data entry skills
- Accurate, efficient, and detail oriented
- Able to multi-task, be well-organized and remain calm under pressure
- Excels with repetitive tasks
- Knowledge of Studio Enterprise and/or cheque scanning equipment an asset
- Team builder, motivator and active problem solver
- Ability to maintain confidentiality of records and information

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

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.