



MATERIAL DISTRIBUTION COORDINATOR

Are you ready to make a meaningful impact this holiday season? Look no further! Samaritan's Purse Canada is on the lookout for a passionate Material Distribution Coordinator to join our Operation Christmas Child (OCC) operations 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 Material Distribution Coordinator, you'll play a vital role in ensuring the smooth coordination and supervision of our material distribution process and volunteers. Your efforts will directly contribute to fulfilling all material orders and shipping them to OCC Drop-off locations and program participants across Canada. As an integral member of the OCC Team, this role will help SPC carry out its mission and objectives through participation in daily prayer ministry. The successful candidate will work on a part-time seasonal basis, committing 24 hours per week, from July 2 to December 31, 2024, in the Calgary head office.

If you're ready to join a team that's dedicated to spreading joy and hope this holiday season, we want to hear from you! Apply now and become part of something truly special at Samaritan's Purse Canada!

Key Responsibilities:

- Coordinates the team of volunteers in the warehouse and provides guidance to all aspects of the project, while building relationships with these key ministry partners
- Arranges for the effective packing of all shipments, and stages them under the direction of the Domestic Logistics Coordinator
- Schedules an appropriate number of volunteers each day and distributes daily assignments to maximize team effectiveness
- Supports and trains the volunteers in the preparation of shipments, ensuring efficiency and accuracy

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
- Proficient in Microsoft Office Suite
- Accurate, efficient, detail oriented and highly organized
- Able and willing to learn a variety of internal computer applications Able to multi-task and remain calm under pressure
- Knowledge of shipping procedures
- Team builder, motivator and active problem solver
- Ability to maintain confidentiality of records and information
- Experience in supervising volunteers
- Data entry and/or Computer experience required

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.



- Forklift certification is required for this role/must be willing to undergo a forklift certification course (at the organization's expense)
- Physically fit with strong stamina, must be able to lift up to 50 lbs. of force repeatedly

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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