



MATERIAL DISTRIBUTION 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 seeking a Material Distribution Coordinator. As a member of the Operation Christmas Child (OCC) operations team, this role will be responsible for the coordination and supervision of the processes of material distribution and volunteers. The process disseminates all outbound material shipments to OCC Drop-off locations and participants in Canada in accordance with applicable fulfillment procedures. The successful candidate will fulfill a part-time seasonal role from July 1 - November 15, 2023 in the Calgary head office.

Key Responsibilities:

- Coordinate the team of volunteers in the Warehouse and provide guidance and direction to all aspects of the project, while building relationships with these key ministry partners.
- Coordinate the packing of all shipments, and staging them under the direction of the Domestic Logistics Coordinator.
- Coordinate efforts by ensuring sufficient number of volunteers are scheduled and distributing daily assignments.
- Support and train the volunteers in the preparation of shipments, ensuring efficiency and accuracy
- Help Samaritan's Purse Canada carry out its mission and objectives through participation in daily prayer ministry.

Qualifications:

- Qualified applicants should be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith
- Proficient in Microsoft Office Suite
- Accurate, efficient, detail-oriented and highly organized
- The Ability 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 the confidentiality of records and information
- Post-secondary education in Office Administration or other related discipline
- Experience in supervising volunteers
- Data entry and/or Computer experience required
- Forklift certification is required for this role/must be willing to undergo a forklift certification course (at our expense)
- Physically fit with strong stamina, must be able to lift up to 50 lbs. of force continually

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.



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

Following Alberta Public Health guidelines during the current global COVID-19 pandemic, we are committed to providing staff, volunteers and visitors in our Calgary office an environment safe from exposure to COVID-9 through regular cleaning and sanitizing of the building, control of traffic and number of people to avoid congestion, PPE and hand sanitizing stations throughout the building, etc.

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.