



## **PROCESSING CENTRE COORDINATOR**

Are you ready to play a vital role in a dynamic team that transforms lives through service? Samaritan's Purse Canada (SPC) is seeking an energetic Processing Center Coordinator for our Operation Christmas Child (OCC) team to help organize the incredible volunteers who bring joy to children around the world!

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. One of the ways Samaritan's Purse Canada has had open doors to share the gospel is through the Shoebox gift program of Operation Christmas Child.

As the Processing Center Coordinator, you will provide administrative support and basic human resources functions, coordinating scheduling, training, and equipping of volunteers for the Processing Center (PC). This role will collaborate with the Operations Manager, PC Management team, PC Manager, and Logistics Coordinator, ensuring all tasks and reports are accurately completed in a fast-paced and dynamic team environment. The successful candidate will fulfill a full-time, seasonal role from September 3, 2025, until January 15, 2026, in the Calgary head office.

### **Key responsibilities include but are not limited to:**

- Schedule interviews, conducts reference checks, and administers the seasonal staff contract process
- Ensures accurate completion and administration of all volunteer forms
- Answers seasonal staff's questions regarding role responsibilities as well as OCC and SPC guidelines and policies
- Receives all general inquiries regarding seasonal PC volunteer opportunities
- Organizes and schedules a large pool of volunteers
- Trains and coaches seasonal staff, as needed
- Tracks and updates volunteer information in the volunteer database
- Monitors daily volunteer schedule and waiting lists
- Tracks donated Gifts-In-Kind items
- Coordinates donations to Local Charities with Quality Control Manager and Inappropriate Items Coordinator
- Ensures accurate completion of shoebox evaluations
- Coordinates set up of café with local caterer

### **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 a business or management field
- 3 years of experience in an administrative role
- Strong leadership and delegation ability
- Team builder, able to work well with a variety of people
- Team player, flexible, dependable, and creative
- Effective organizational skills
- Strong stamina, able to occasionally perform heavy lifting

*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](mailto: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.**