



PROJECT MANAGER

Do you thrive on seeing the direct results of your work, knowing it's improving lives and communities? Do you have a passion for international relief and development? Samaritan's Purse Canada (SPC) is seeking a Project Manager to join our Programs & Projects 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 a Project Manager you will play a vital role in supporting the lifecycle of our international projects. This includes contributing to project development, providing implementation support, strengthening local capacity, and ensuring effective project management. As a valued member of the Samaritan's Purse Canada team, you will contribute to fulfilling our mission and objectives, including participation in daily devotions and prayer ministry.

This is a full-time position based in our Calgary head office. We offer a comprehensive benefits package, including life insurance, medical and dental coverage, and short-term/long-term disability benefits. Additionally, you'll benefit from free parking and 15 days of vacation annually.

Key responsibilities include but are not limited to:

- Assess and evaluate project proposals, amendments, and new initiatives based on Samaritan's Purse Canada charitable purposes and annual plans
- Conduct regular field visits to project locations, gaining firsthand knowledge of progress, ensuring compliance, and providing support to teams on the ground
- Provide ongoing project oversight through regular communication with partner organizations and project staff
- Plan, develop, and provide monitoring and evaluation support, including engagement of internal or external evaluations and input as needed
- Review project narratives and financial reports in a timely manner to monitor the progress of activities
- Maintain relationships with international partners and Field Offices through networking, travel, and ongoing communication that results in the effective design and implementation of programs and projects
- Collaborate with Program Managers and International Headquarters (IHQ) technical advisors for project input
- Provide consultation and capacity building to project implementers with regard to internal and external implementation and reporting requirements
- Stay current on relevant developments in the NGO sector, incorporating innovative approaches into Samaritan's Purse Canada projects.

Qualifications:

- Qualified applicants should be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith.
- Undergraduate degree in a related field (Project Management, International Business, International Development, Communications)

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.



- Minimum 3 years of experience in project implementation or management within a cross-cultural ministry setting
- Minimum 3 years in direct relief and development work
- Proficiency in Spanish is considered an asset
- Detailed-oriented, thorough, and accurate
- Ability to multi-task, organize, and prioritize
- Ability to work independently with little supervision while being in a team environment
- Knowledgeable in Microsoft Office Suite computer application
- Experience with monitoring and evaluation of international projects
- Experience with proposal writing and grant development will be an added advantage
- Previous experience working and living abroad, in a developing world international setting, an asset
- Valid passport and ability to travel internationally or domestically (4-5 trips a year), with sometimes harsh conditions due to extreme climate and remoteness of places

Contact Information:

To respond to this opportunity, please forward your resume together with a cover letter [detailing your passion for Christian ministry employment](#) to:

Email: employment@samaritan.ca

Application Deadline: Open until a suitable candidate is selected

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