



TALENT 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 (SPC) is seeking a customer service oriented individual with an outgoing personality and administration skills to fill the role of Talent Coordinator in our office in Calgary, Alberta. The Talent Coordinator will be responsible for the full cycle process for recruiting and selection of all new staff in the organization, as a part of the Human Resources Team. This individual will support hiring managers to select the right talent for their teams through posting development, interviews and reference checks and will be the primary contact for all applicants. During the fall season, this individual will contribute in the hiring of over 150 seasonal staff for the Operation Christmas Child season. The Talent Coordinator will also maintain an up-to-date understanding of the organization's volunteer needs and provide assistance in fulfilling these needs. Additionally, this coordinator will provide a variety of HR related administrative support and coordination, including data entry, position description development, research projects and departmental reports. As an integral member of the Human Resources team, this role will help SPC 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.
- Business Degree or Diploma with a major or concentration in Human Resources
- 2-3 years of experience in a recruiting role
- 2-3 years of experience as a part of a Human Resources team
- Clear written and verbal communication skills
- Detail-oriented with the ability to understand the big picture
- Team player
- Maintains confidentiality of records and information
- Strong organizational, problem solving, and self-direction skills
- Able to cultivate and build relationships
- Able to take initiative
- Personable and approachable
- Valid driver's license
- Legally entitled to work in Canada

Contact Information:

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

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.**