



TRAINING AND TRAVEL COORDINATOR

Do you have a knack for organizing travel and coordinating events while contributing to a meaningful cause? Samaritan's Purse Canada (SPC) is excited to announce an incredible opportunity for a dedicated Training and Travel Coordinator to join our Programs and Projects (P&PD) 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 Training and Travel Coordinator, you are responsible for the planning and logistics of international Disaster Assistance Response Team (DART) trainings, as well as all travel coordination for both trainings and SPC DART deployments. This includes scheduling, facility requests, hotel reservations, travel authorizations, travel bookings, and key communications with DART members. This position provides essential support for international disaster response activities and contributes to the mission and charitable objectives of SPC. As an integral member of the P&PD, this role will help SPC carry out its mission and objectives through participation in daily chapel and prayer ministry.

The successful candidate will fulfill a full-time Maternity-Leave contract position (from August 2025 to February 2027) in the Calgary head office. This position includes benefits of life insurance, medical/dental and short-term/long-term disability, free parking, RRSP contributions (after 1 year of employment) and 15 days of vacation per year.

If you're ready to leverage your administrative skills and passion for humanitarian aid, we want to hear from you! Join us in providing hope and relief to those affected by disasters worldwide. Apply now and be a part of something truly meaningful.

Key responsibilities include but are not limited to:

- Serves as the event planner for all training events, coordinating planning tools, third-party vendors, and collaborating across departments
- Supports training facilitators with all training-related needs and requests
- Manages the inventory of training supplies
- Ensures an excellent training experience by collecting feedback, making recommendations, and striving for continuous improvement
- Maintains accurate and up-to-date training records in the database
- Supports engagement activities for the DART, including but not limited to conferences, workshops, regional gatherings, online engagement platforms (e.g., webinars, virtual classrooms, social media), printed publications, and communication and development opportunities
- Assists DART Readiness Coordinators with onboarding, engagement, and deployment of DART members as 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.

**Qualifications:**

- Qualified applicants must be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith
- College degree or post-secondary certificate in a related field (e.g., Business Management, Event Management, Travel & Tourism, etc.).
- 1-3 years of experience in an administrative role
- Proficient in Microsoft Office Suite
- Detail-oriented, thorough, and accurate
- Strong administrative, organizational, and prioritization skills
- Strong customer service/communication skills
- Ability to take initiative and meet tight deadlines
- Ability to coordinate and multi-task
- International field or travel experience is an asset

Additional Requirements:

- Valid Passport with no travel restrictions
- Driver's License
- Emergency First Aid

Risk Acknowledgement:

"At Samaritan's Purse Canada (the "Organization") the nature of our work may from time to time introduce demands that may impact the physical, spiritual, and psychological disposition of our team members. While the Organization strives to mitigate risk for our team members, some roles-, particularly those involving emergency response, may expose individuals to real physical dangers or threats of danger and a range of challenging circumstances. Recognizing these realities and building on our learning from over 50 years of ministry, the organization works to provide a supportive environment, focused on caring for the health and well-being of our people."

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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