



## **ADMINISTRATIVE ASSISTANT**

Are you a highly organized individual with a passion for supporting a dynamic leadership team? Do you thrive in a fast-paced environment where your attention to detail and ability to multitask can make a real impact? Samaritan's Purse Canada (SPC) is excited to announce an incredible opportunity for a dedicated Administrative Assistant to join our 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 Administrative Assistant, you will be responsible for providing day-to-day support to the Executive Team. This role includes capturing and distributing meeting agendas and minutes, assisting with staff travel and logistics, processing purchase orders and expense claims, responding to internal inquiries, and facilitating organizational support as needed. As an integral member of the Executive Team, you will help SPC carry out its mission and objectives through participation in daily prayer ministry.

The successful candidate will fulfill a full-time one-year contract position in the Calgary head office. This position includes benefits of life insurance, medical/dental and short term/long term disability and 15 days of vacation per year to start.

Apply now and become a key part of our mission to provide aid and hope to those in need.

### **Responsibilities include but are not limited to:**

- Assists with the administrative functions in preparation and execution of events and will contribute to the Executive Management Team's overall productivity and efficiency.
- Assists with completing and tracking expense reports, travel authorizations, purchase orders, and other financial documentation; and organizing appointments and travel arrangements
- Maintains appropriate record keeping system and handles sensitive information with care and confidentiality
- Develops and recommends administrative procedures and systems to ensure smooth administrative operations
- This role will be cross-trained to support organizational needs as determined by the Executive Office Manager or their designate

### **Qualifications:**

- Qualified applicants must be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith
- Diploma in Office Administration or 3 years senior administrative experience
- Proficient in the use of Microsoft Office
- Strong interpersonal style that fosters constructive and productive relationships
- An attentive listener with superior communication skills (written and oral)
- Enthusiastic team player able to work in a fast-paced environment
- Strong time management and organizational skills, thorough, and attentive to detail
- Innovative and results driven
- Flexible to multi-task, work calmly under pressure, and maintain focus during hectic periods
- Maintains confidentiality of information

*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.**



**Certificates, Licenses, Registration:**

- Driver's License

**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

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