



## **ADMINISTRATIVE ASSISTANT**

Are you highly organized, detail-oriented, and eager to make a meaningful impact? Do you excel in a fast-paced, dynamic environment where integrity and excellence are at the core of everything you do? Samaritan's Purse Canada (SPC) is excited to announce an incredible opportunity for a dedicated Administrative Assistant 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 Administrative Assistant, you will provide essential administrative support to both the Director and internal P&PD department directors. Your responsibilities will include reviewing the integrity of documentation, scheduling, managing internal approval workflows, event planning, logistics coordination, and various other tasks to support the P&PD team. Your contributions will play a key role in enabling SPC to fulfill its Charitable Purposes and Mission with integrity and excellence. 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 permanent position 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:**

- Tracks and updates the P&PD team's schedules, key meetings, events, and travel, ensuring the P&PD consolidated calendar remains current
- Processes, coordinates, and administers Travel Authorizations, Expense Reports and Purchase Orders for the team, ensuring timely processing and compliance with departmental procedures
- Supports Disaster Assistance Response Team (DART) deployments by providing logistical coordination and orientation assistance
- Assists remote staff with central office functions, including approvals for travel and expenses
- Prepares and compiles monthly, quarterly, and annual reports to accurately reflect departmental activities and performance
- Ensures adherence to organizational processes, policies, and approval workflows, verifying completeness of documentation for internal routing and approval
- Manages administration and reconciliation of the departmental corporate credit card, ensuring accuracy and compliance

*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
- Solid experience in administrative tasks and customer relations
- Proficient in Microsoft Office Suite
- Detailed oriented, thorough, and accurate
- Strong administration, communication, organization and prioritization skills
- Ability to coordinate and multi-task
- Able to work independently with little supervision, while being in a team environment
- Willingness to assist and serve as needed

**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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