



## **CANADIAN MINISTRY PROJECTS ADMINISTRATOR**

Are you a detail-oriented individual with a passion for administrative excellence? Do you have the passion to make a difference and contribute to meaningful projects across Canada? If so, Samaritan's Purse Canada (SPC) is looking for you to join our team as the Canadian Ministry Projects (CMP) Administrator!

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 CMP Administrator, you will be instrumental in ensuring the seamless operation of our department's administrative functions and financial processes, directly enhancing productivity and efficiency. Additionally, you will be an essential part of the SPC Response Team, providing crucial administrative support during Canadian Disaster Response activities. As an integral member of the CMP, this role will help SPC carry out its mission and objectives through participation in daily 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 and 15 days of vacation per year to start.

If you're ready to earnestly commit and truly make a difference when it counts the most, we encourage you to apply today. Come alongside us as we extend a compassionate hand to communities in need throughout Canada. Together, let's make a lasting impact that resonates across the nation and beyond.

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

- Manages administrative functions for the CMP department by preparing communications, responding to inquiries, intra-office routing, scheduling, meeting minutes, and facilitating travel arrangements as necessary
- Ensures compliance and execution of CMP financial processes relating to vendors, expenses and project spending against budget
- Verifies completeness, accuracy, and compliance of all reports, requests, authorizations, and financial paperwork prior to circulation for approval or submission to Finance Department
- Ensures accurate record-keeping related to CMP assets and inventory in a manner compliant with internal controls
- Develops written summaries and reports of departmental ministry outcomes for internal and external audiences
- Provides supplemental logistical support, administration, and information for all volunteer response deployments

### **Qualifications:**

- Qualified applicants must be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith
- Undergraduate degree in Business Administration or a related field
- 2-3 years of experience in an administrative role
- Strong proficiency in Microsoft Office
- Strong organizational, prioritization, and administrative skills
- Meticulous attention to detail, ensuring accuracy in all tasks

*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.**



- Knowledgeable in bookkeeping and internal control practices
- Ability to maintain confidentiality of records and information
- Ability to effectively collaborate and multitask in a fast-paced environment
- Demonstrated experience using database systems such as CRM
- Works well independently and in a team
- Excellent writing and editing skills
- Disaster response experience is an asset

**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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