



DATA PROCESSORS

Are you ready to be part of a life-changing global mission this Christmas season? If you have a knack for detail-oriented work, don't miss out on this opportunity to contribute to a cause that spreads hope and joy worldwide. Samaritan's Purse Canada (SPC) is seeking individuals to serve as Data Processors for Operation Christmas Child (OCC).

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.

SPC is forming a team of seasonal staff to process donations and information collected through the OCC Shoebox Program. We are looking for individuals who recognize the significance of ensuring that all information is complete and accurate.

Based on their experience and skill-set, selected applicants will be chosen to perform one or more of the following:

- Donation Handling
- Data Entry
- Quality Control

This is a seasonal contract position scheduled from **November 1, 2024, to January 3, 2025, operating from Monday to Friday, 8:00 am to 4:30 pm**, located in our Calgary office.

Qualifications:

- Qualified applicants must be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith
- Experience in administration and/or financial data entry would be beneficial
- Detail oriented with an eye for accuracy
- Adaptable and flexible
- All successful candidates will be required to complete a Police Record Check (at the organization's expense)

3 Steps to Apply:

1. **Print** an [Application Form](#)
2. **Complete** the Application Form
3. **Send** in your Application Form by:
 - a. E-mail: employment@samaritan.ca (indicated "OCC Data Processing" in the subject line)
 - b. Fax: 403-250-6567 – Attn: Data Processing Manager
 - c. or Mail: Data Processing Manager
Samaritan's Purse
20 Hopewell Way NE
Calgary, AB T3J 5H5

Application Deadline: Interviews will be ongoing until all positions have been filled.

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.