



INTERNATIONAL FIELD ADMINISTRATOR

Do you have a heart for global ministry and a knack for administration? Are you ready to make a meaningful difference while helping the ministry grow and strengthen its international efforts? Samaritan's Purse Canada (SPC) is looking for an International Field Administrator for our Operation Christmas Child (OCC) Program.

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. One of the ways Samaritan's Purse Canada has had open doors to share the gospel is through the shoe box gift program of Operation Christmas Child.

The International Field Administrator will provide administration and support to the International Field Team (IFT) in growing and developing the volunteer ministry networks internationally, as well as the discipleship program of The Greatest Journey (TGJ). This role coordinates various tasks that contribute to the efficiency and overall effectiveness of the OCC international team. As an integral member of the OCC Team, 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 role in the Calgary Office. This position includes a comprehensive benefits package, including life insurance, medical/dental and short-term/long-term disability, RRSP contributions after one year of employment, and 15 vacation days per year to start.

Key responsibilities include but are not limited to:

- Supports International headquarters with team and field updates and inquiries obtained from IFT including but not limited to quarterly prayer bulletins and conference planning support
- Documents fund transfers to partners, maintains a tracking system to ensure receipts are sent, and provides reports to Finance team in a timely fashion
- Ensures that databases and contracts are regularly updated
- Provides administrative support on event-related tasks including preparations of materials, purchase of airfares, visa applications, and expense reimbursements
- Processes and administers Travel Authorizations, Expense Reports, and Purchase Orders for the IFT, as required
- Organizes and maintains a current filing system for IFT in the office
- Ensures that a Memo of Understanding from each country that the IFT oversees is filed at the start of each new calendar year
- Supports the OCC Director by compiling and preparing monthly, quarterly and annual reports to accurately communicate departmental activities
- Assists in the development and maintenance of policy, procedures and reporting

Qualifications:

- Qualified applicants must be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith
- University degree or technical diploma in Office Administration, or a minimum of 3 years of relevant work experience
- Solid administrative background, with a strong focus on financial responsibilities
- Demonstrated experience in volunteer administration and coordination

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.



- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Ability to thrive in a fast-paced, dynamic team environment
- Strong initiative and a proactive approach to tasks
- Ability to adapt to diverse cultural contexts
- Positive attitude, approachability, and a collaborative mindset
- Committed to maintaining confidentiality of sensitive information
- International field experience or travel coordination experience is an asset
- Fluency in Spanish or French is considered a valuable asset

Additional Requirements:

- Valid Passport with no travel restrictions
- Ability to travel overseas 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](#) and your salary expectations 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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