



PROGRAMS & PROJECTS ADMINISTRATOR

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 Programs & Projects (P&PD) Administrator 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 P&PD Administrator, you will provide essential administrative support to the Director of P&PD and the department. This includes day-to-day administrative responsibilities, such as reviewing integrity of documentation, preparing reports, internal approval routing, and assisting with travel preparations to ensure the efficient operation of the P&PD. This role is also responsible for communications tasks and requests, logistical support of internal events and back-up support for other administrative P&PD roles and functions. 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:

- Manages administrative functions for the P&PD including, but not limited to responding to inquiries, intra-office routing, filing, meeting minutes, and assisting with travel preparations
- Tracks and updates the P&PD team's schedules, key meetings, events, and travel, ensuring the P&PD consolidated calendar remains current and staff coverage is maintained
- Processes, coordinates, and administers Travel Authorizations, Expense Reports and Purchase Orders for the team, ensuring timely processing and compliance with departmental procedures
- Engages with P&PD staff to proactively identify and distribute written summaries, photos, videos, stories and reports of program outcomes for internal and external audiences
- 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, accuracy, and compliance of all reports and documentation prior to circulation for approval or submission
- 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.



- Assists in planning and logistics for internal events and activities such as (but not limited to) home week, interdepartmental engagement and Disaster Assistant Response Team training hospitality

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
- Disaster response experience is an asset
- Strong proficiency with Microsoft Office
- Strong administration, organization, and prioritization skills
- Detail oriented, thorough, and accurate
- Proficient in bookkeeping methods and proper internal control practices
- Ability to maintain confidentiality of records and information
- Ability to coordinate and multi-task
- Demonstrated experience using database systems such as CRM
- Able to work independently with little supervision, within a team environment
- Proven writing and editing capabilities

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

Application Deadline: Open until a suitable candidate is selected

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