



RECRUITER

Are you a detail-oriented professional who thrives in a fast-paced environment? Do you have a heart for ministry and a passion for helping departments find their best talent? If your answer is a resounding "YES," get ready for an exciting opportunity to join our dynamic Human Resources team as a Recruiter!

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 Recruiter, you will be responsible for the full cycle process for recruiting and selection for all new staff in the organization, both domestically and internationally. This position will support hiring managers to select the right talent for their teams through posting development, interviews and reference checks, and will be the primary contact for all applicants. As an integral member of the Human Resources 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 Maternity-Leave contract position (from May 2025 to May 2026) 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.

Ready to make a difference? Join us in this transformative journey! Together, let's shape a brighter future!

Responsibilities include but are not limited to:

- Responds promptly to employment inquiries and reviews applicant information to assess role suitability
- Conducts in-depth interviews and social media checks in line with organizational standards
- Prepares necessary documents and sends them to hiring managers to facilitate interview preparation
- Assists in administering the internal new hire process for new staff members, ensuring compliance with SPC and Provincial employment standards
- Helps prepare contracts for field deployments and other short-term employees
- Identifies suitable field positions for qualified applicants and provides recommendations to hiring departments as necessary
- Collaborates with hiring managers to create job postings and manages the advertisement of positions to maximize recruitment opportunities
- Researches recruitment avenues and contacts post-secondary institutions and other sources to establish and maintain effective recruitment communication
- Develops and implements recruitment and retention strategies to attract and retain high-performing employees
- Serves as the primary contact for all seasonal HR needs during the Operation Christmas Child Season
- Maintains the HR recruitment monitoring system and supports the creation and upkeep of an employee database
- Assists in researching policies, recruitment trends, and other HR-related issues
- Collaborates with the HR team to create Human Resources manuals and an employee reference manual
- Administers and evaluates the employee referral program to recruit new talent

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
- Business Degree or Diploma with a major or concentration in Human Resources
- 2-3 years of experience in a recruiting role
- Proficient in Microsoft Office Suite (advanced in Word, Excel & Outlook)
- Detail-oriented
- Team player
- Maintains confidentiality of records and information
- Strong organizational, problem solving, and self-direction skills
- Able to cultivate and build relationships
- Personable, professional, and approachable

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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