



HUMAN RESOURCES COORDINATOR

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.

Samaritan's Purse Canada (SPC) is seeking an individual with strong communication and administration skills to fill the role of Human Resources Coordinator in our office in Calgary, Alberta. This individual will be responsible for the successful execution of Human Resource programs with a primary focus on onboarding and ongoing training and development of staff, including facilitation of the annual employee engagement survey, the community development team, and new employee orientation. Additionally, this individual will prepare position descriptions in collaboration with hiring managers, conduct research projects, and assist in the development of an internship program. This position will also provide general administrative support to the Human Resources team and contribute to the recruiting process. 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.

Qualifications:

- Qualified applicants should 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 as a part of a Human Resources team
- Knowledge of relevant Human Resource practices and applicable legislation
- Mature, professional demeanor combined with customer service focus when working with people
- Above average communication and interpersonal skills, using tact and diplomacy
- Ongoing passion for personal learning and development of others
- Accurate and efficient; detail-oriented
- Works well within a team environment
- Maintains confidentiality of records and information
- Strong organizational, problem solving, and self-direction skills
- Understanding of adult learning principles

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: February 16, 2017

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.