

## Position Description

### Samaritan's Purse Australia

Position Title: Church & Organisation Engagement Coordinator  
Reporting to: Senior Donor Relations & Donor Services Manager  
Authorised by: Executive Director  
Location: National Office – Kings Park, Sydney

#### Role Definition

The Church Engagement Coordinator is responsible for building and strengthening partnerships with churches and Christian organisations across Australia to support the full range of Samaritan's Purse 'SP' initiatives, including Operation Christmas Child 'OCC', domestic and international relief, development projects, and community engagement. The role focuses on cultivating relationships that increase awareness, advocacy, and participation in all ministry activities.

A core focus is developing strategic partnerships and raising brand awareness with denominational overseers and diocesan leaders, opening pathways for organisation-wide engagement and growth across church networks, communities, and Christian education institutions. The Coordinator will also nurture deeper engagement with current supporters while identifying and cultivating new opportunities for collaboration.

#### Key Responsibilities

- Maintain a personal, active relationship with Jesus Christ and be a consistent witness for Jesus Christ.
- Develop and implement strategies to connect with churches and Christian leaders.
- Support churches to run campaigns for all Samaritan's Purse projects including Operation Christmas Child.
- Develop strategies, resources, contacts, and training to assist field staff with church relations and grassroots volunteer mobilisation.
- Plan and deliver presentations, workshops, and events that promote Operation Christmas Child, disaster response programs, and other SP initiatives.
- Maintain accurate records of contacts and activities in CRM systems.
- Monitor and report on engagement outcomes across all programs.
- Facilitate and manage relationships with denominational leaders at the national level, seeking mutually beneficial partnerships.
- Lead the integration of larger church partnership plans, representing SP (including OCC) in key meetings and ensuring deliverables are met.
- Work closely with all SP/OCC field staff, key volunteers, and home office teams on church involvement and recruitment.
- Represent Samaritan's Purse and Operation Christmas Child at events, including leadership engagement, booth and speaker management.

- Facilitate collaboration between Samaritan's Purse, Operation Christmas Child and Australian Disaster Relief with disaster response efforts.

### **Works with**

- (Reports to) Senior Donor Relations & Donor Services Manager
- Collaborates closely with all Samaritan's Purse (SP) ministries: Operation Christmas Child (OCC), International Disaster Relief (IDR) and Australian Disaster Relief (ADR) teams/leadership/departments etc
- IT and Data Management Teams

### **Skills and Competencies**

- Proven ability to build trusted relationships across diverse Christian communities, schools, and volunteer groups
- Excellent relationship-building and communication skills.
- Confident public speaking and facilitation.
- Strong organisational and time management abilities.
- Ability to work independently and as part of a team.
- Commitment to the mission and Christian values of Samaritan's Purse.

### **Experience and Qualifications**

- Experience in church relations, ministry, or community engagement.
- Event planning or volunteer coordination experience.
- Familiarity with CRM software and Microsoft Office.
- Ability to travel domestically as required.