

JOB VACANCY

Position Title: Ministry Officer

Duty Station: Sanniquellie/Nimba County

Reports To: Ministry/EPIC Program Manager

MISSION STATEMENT

Samaritan's Purse is a nondenominational evangelical Christian 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. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ.

JOB SUMMARY

The EPIC Ministry Officer supports the Program Manager in the planning, coordination, and implementation of the Equipping Pastors in Christ (EPIC) project in Nimba County. The position focuses on strengthening partnerships with local churches, coordinating pastoral training and discipleship activities, and ensuring effective field-level implementation of project objectives. The EPIC Project Officer contributes to the spiritual strengthening of pastors and church leaders by supporting biblically sound training, fostering collaboration among churches, and ensuring that project activities are implemented in alignment with Samaritan's Purse's Christ-centered mission, quality standards, and accountability requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the Program Manager in the day-to-day implementation of EPIC project activities in accordance with the approved project plan, budget, and timeline.
- Participate in Training of Trainers (ToT) sessions to gain a thorough understanding of the EPIC curriculum, implementation approach, and project objectives.
- Assist in planning, organizing, and facilitating training sessions for pastors and church leaders, ensuring effective delivery of discipleship, evangelism, and church leadership content.
- Coordinate logistical arrangements for trainings, including venues, materials, equipment, participant meals, and accommodations, in line with approved plans.
- Facilitate community and church entry processes, clearly explaining project objectives, expectations, and participation criteria.
- Build and maintain strong, respectful relationships with pastors, church leaders, and key community stakeholders to support project ownership and sustainability.
- Support the establishment and strengthening of pastoral networks within the project area to encourage collaboration, accountability, and shared learning.
- Conduct regular field visits to participating churches and training sites to monitor implementation progress, identify challenges, and recommend corrective actions.
- Maintain accurate records of training activities, attendance, and resource distribution.
- Compile and submit timely activity, monitoring, and narrative reports to the Program Manager, ensuring accuracy and completeness.
- Support project evaluations, including baseline, midline, and end-line assessments, as required.
- Support the development and contextualization of pastoral training materials on discipleship, evangelism, biblical interpretation, and church leadership.
- Provide ongoing encouragement and follow-up support to trained pastors to reinforce learning and application at the church level.



- Represent Samaritan's Purse with professionalism, integrity, and Christ-like conduct in all interactions with churches, partners, and beneficiaries.
- Perform any other duties as assigned that contribute to the successful implementation of the EPIC project.

Education, Qualifications, and Competencies

To perform this role successfully, the individual must maintain a personal relationship with and be a consistent witness for Jesus Christ, and be able to carry out the essential duties effectively. The qualifications below represent the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimum Qualifications

- Bachelor's degree in Theology, Religious Education, Ministry, or a related field from a recognized institution.
- Minimum of three (3) years of experience in church leadership, pastoral ministry, or faith-based training programs.
- Demonstrated experience working with churches or faith leaders in rural or underserved contexts.
- Strong written and verbal communication skills in English.
- Basic computer skills for reporting and documentation.
- Demonstrated sensitivity to the needs, dignity, and priorities of vulnerable populations.
- Ability to work effectively within a multidisciplinary team, with good interpersonal and basic leadership skills.
- Flexible, adaptable, and able to exercise sound judgment in dynamic field and clinical outreach environments.
- Ability to ride a motorcycle and willingness to travel regularly within project communities as required.
- Basic analytical, documentation, and reporting skills, with attention to accuracy and timeliness.
- Willingness to work in challenging field settings and under time-sensitive conditions.

LANGUAGE SKILLS

Ability to read, understand, and interpret training manuals. Ability to write routine reports, documentation, and correspondence clearly and accurately. Ability to communicate effectively with colleagues, supervisors, and other humanitarian actors in group and individual settings.

How to apply: Interested applicants should send CVs and cover letter to Samaritan's Purse Office ELWA Compound, Monrovia: HR Manager alternatively, by email to:

SPLiberiaHR@samaritan.org Deadline for submission of all applications is Monday, January 26, 2026 at 5:00 PM. Only short-listed applicants will be contacted.