

# JOB DESCRIPTION

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## About CHARIS

Caritas Humanitarian Aid & Relief Initiatives (Singapore) Ltd (CHARIS) is the umbrella body for overseas humanitarian aid and disaster relief efforts of the Archdiocese of Singapore. CHARIS is a member of Caritas Internationalis, and collaborates with Caritas Organisations, CHARIS member organisations, and the local and overseas Catholic communities to bring hope to the poor and needy.

## Position: Admin Support & HFF (Intern)

We seek to hire an intern to support the CHARIS secretariat team in administrative work and organising of our upcoming Humanitarian Forum & Fair (HFF) on 24<sup>th</sup> June 2023.

We require this role to start anytime from **1 Feb 2023** till **31 July 2023 (6 months)**, with the option to extend if mutually agreed.

## Key Responsibilities

1. Assisting CHARIS Secretariat team in:
  - Management of digital media in Google Pictures, and any other marketing and communications support.
  - Organising and execution of events and activities such as training courses, fundraising activities, volunteer appreciation events, etc.
  - Any other administrative support work as assigned by the Executive Director.
2. Assisting HFF Secretariat and committees in:
  - Administrative support in managing the registration database of online and manual registration forms.
  - Compilation of volunteer database, and the coordination with volunteers along with the lead for volunteer management.
  - Communications related activities and functions, such as preparation and distribution of collaterals, including coordination with parishes and catholic organisations.
  - Sales & marketing activities, such as coordinating and running of parish roadshows, coordination with youth groups, catechists, catholic schools, etc. for registrations.

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- Onsite support for the event day itself – required to be physically present on the day itself, but exact area of work will be decided jointly.
- Consolidating of post-event data, potentially including management reporting, documentation of processes, etc.

### Requirements

- Must be willing to work on occasional evenings and weekends, compensated by off-in-lieu for equivalent hours.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Knowledge of Google Pictures will be an advantage.
- Meticulous and detailed.

### Contact Us

If you are interested, please write to [hr@charis-singapore.org](mailto:hr@charis-singapore.org) with a brief background.

Only shortlisted candidates will be notified.

For more information about CHARIS, please visit our website at [charis-singapore.org](http://charis-singapore.org)