

JOB DESCRIPTION



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 (Intern)

We seek to hire an intern to support the CHARIS secretariat team in administrative work and organising of events and activities.

Key Responsibilities

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.
- Preparation of presentation materials and documents for CHARIS Committees and Board meetings.
- Any other administrative support work as assigned by the Executive Director.

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 with a brief background. Only shortlisted candidates will be notified.

For more information about CHARIS, please visit our website at charis-singapore.org