

JOB DESCRIPTION



About CHARIS

Caritas Humanitarian Aid & Relief Initiatives (Singapore) Ltd (CHARIS) serves as the primary entity overseeing overseas humanitarian aid and disaster relief initiatives for the Archdiocese of Singapore. As a proud member of Caritas Internationalis, CHARIS collaborates extensively with Caritas Organizations, CHARIS member organizations, and both local and overseas Catholic communities, collectively working towards bringing hope to those in need.

Position: Admin Support (Contract)

We are currently seeking a dynamic and detail-oriented individual to join the CHARIS secretariat team as an Admin Support staff. This role will encompass a variety of administrative tasks crucial to CHARIS activities, including assisting in the planning and execution of our signature biennial Humanitarian Forum & Fair (HFF) in the middle of 2025.

This position is expected to commence anytime from **April 1, 2024, to September 30, 2025 (18 months)**, with the possibility of extension upon mutual agreement.

Key Responsibilities

Assist CHARIS Secretariat team in:

- Organizing and executing events and activities.
- Managing the volunteer database effectively.
- Facilitating communication and collaboration among volunteers, member organizations, sponsors, and additional stakeholders.
- Overseeing communication-related activities, including collateral preparation and distribution, as well as coordination with parishes and Catholic organizations.
- Providing onsite support for event days, with specific tasks to be determined collaboratively.
- Consolidating post-event data, potentially involving management reporting and documentation of processes.
- Undertaking any other administrative support work as assigned by the Executive Director.

Requirements

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- Must be flexible to work occasional evenings and weekends, with compensation provided through off-in-lieu for equivalent hours.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Knowledge of Google Pictures will be advantageous.
- Meticulous and detail oriented.

Contact Us

If you are passionate about making a positive impact and find this Admin Support opportunity at CHARIS compelling, we invite you to connect with us. Please send your resume to hr@charis-singapore.org

Note: Only shortlisted candidates will be notified.

For additional details about CHARIS and our mission, we encourage you to explore our website at charis-singapore.org