

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: Operations Executive

We are currently seeking a dynamic individual to join the CHARIS secretariat team as an Operations Executive. This role will encompass a variety of administrative tasks crucial to CHARIS operation, including execution of fundraising activities and liaison with Member Organisations of CHARIS.

Key Responsibilities

To support the Operations Manager in:

- Planning, coordinating, and executing fundraising events and activities.
- Foster effective communication and coordination with other committees, parishes, and any relevant organizations to explore fundraising opportunities and facilitate collaborative efforts.
- Liaising with member organizations to provide tailored support in fundraising, volunteer management, and other pertinent areas.
- Facilitate the approval process for member organizations' fundraising campaigns and activities.
- Coordinate and oversee events and activities tailored for Member Organizations.
- Assist in the planning and execution of both regular and ad hoc meetings, including logistical support and minute-taking.

As part of CHARIS secretariat team,

- The candidate is expected to help in the organizing and execution of all events and activities across functions where necessary.
- The candidate may also be assigned other tasks or roles as may be required in the course of operations.

JOB DESCRIPTION

Requirements

- Diploma or Degree in any field.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Good communication and inter-personal skills.
- Passion and commitment to work in a charity organisation.

Contact Us

If you are passionate about making a positive impact, 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