

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: Executive (Marketing)

We seek to hire an Executive responsible for driving the marketing and communications activities in CHARIS. This role will be reporting to the Executive Director and Operations Manager of CHARIS, and working closely with the Chairperson of our Marketing Committee.

Key Responsibilities

1. Supporting the CHARIS Board and Marketing Committee in defining and executing our marketing strategies and directions. Assist in the planning and execution of both regular and ad hoc meetings, including logistical support and minute-taking.
2. Undertaking responsibilities for all marketing, internal and external communications-related activities and functions for CHARIS and its events, such as:
 - Managing all CHARIS channels and touchpoints, including but not limited to: website (including infrastructure), Facebook, Instagram, LinkedIn, Telegram, YouTube, CHARIS E-Connect (monthly emailer)
 - Preparation of articles for CHARIS Website, Annual Reports, Stewardship Reports, and other publications such as Catholic News
 - Initiating, designing, and coordinating materials and outreach for CHARIS' events such as the annual fundraising campaign, Humanitarian Forum & Fair, etc.
 - Coordinating media or communications-related projects, including liaising and briefing third-party vendors or volunteers
 - Ensuring publication of marketing and communications materials are timely and accurate
3. Coordinating and compiling marketing and communications materials relating to the core mission of CHARIS such as disaster response, mission trips, fundraising events, including liaising with our member organisations on their activities, as well as conducting interviews where necessary.
4. Foster effective communication and coordination with stakeholders of CHARIS, such as the Archdiocese Communications office, CHARIS member organisations, partners, Caritas confederation members, and other religious organisations.

JOB DESCRIPTION

5. As part of the CHARIS Secretariat team in support of the course of operations of CHARIS, the candidate is expected to help in 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 requirement in the course of operations.

Requirements

- Good written and spoken communication skills
- Degree or diploma in marketing and communications, past experience in a similar role will be an added advantage
- Proficient in digital media/communications and social media (including analytics)
- Microsoft office skills (Onedrive, Word, Excel, Powerpoint)
- Adept at design software (Adobe InDesign, Photoshop, Illustrator) will be a plus
- An adaptable fast learner who will be able to pick up new skills and software (eg. Salesforce, Wordpress, Zoho)
- Independent self-motivator with initiative
- Meticulous, detailed and task oriented
- Passion for humanitarian work, and commitment to work in charity organisation

Contact Us

Please submit your CV, including last drawn salary and expected salary, to hr@charis-singapore.org, latest by **31 August 2024**.

Only short-listed candidates will be notified.

For more information about CHARIS, please visit our website below.