

Vacancy on Staff @ Hope Centre (Singapore) - December 2021



We are a non-profit voluntary welfare organization established in 1997, as the social service arm of Hope Church (Singapore). Over the years, we have been recognized for our active contributions towards the society, and have been granted Institute of Public Character (IPC) status as a charity. As a member of the National Council of Social Service (NCSS), Hope Centre is committed to improve the well-being of all people in the community of Singapore.

Our vision is to extend Christ's love to our communities through practical help and action regardless of race, language and religion.

Our mission is to operate centres that run meaningful social services and programmes for our communities.

We invite Hope Church (Singapore)'s dynamic and passionate members to join our growing staff team and be a part of a ministry that is making a lasting impact by serving and loving our communities in Kg. Glam area and all over Singapore!

Advertised: 01-12-21 | Closing Date: 31-12-21

Programme Executive (Community Outreach)

Responsibilities:

- Work with partners in needs assessment and programme proposals
- Lead volunteers in events planning and resource management
- Collaborate and communicate with internal and external stakeholders such as government agencies
- Budget adherence and tracking
- Oversee the onsite execution and delivery of events
- Maintain and update beneficiaries, volunteers, and programme information
- Perform ad-hoc duties as assigned

Requirements:

- A serving member of Hope Church (Singapore)
- Diploma/Degree holder in Social Service or related field
- Experience in volunteer and event management
- Leadership skills
- A team player who is hands-on & meticulous in his/her work and willing to learn and work beyond job scope when necessary

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- Experience in social service sector will be an advantage
- Fresh graduates are welcome. Training will be provided
- A Singapore Citizen or Permanent Resident

Please apply via e2hope, complete the application form, and attach your CV. If you are still waiting for your e2hope account to be activated, please send us a message.