

Executive/Senior Executive/Manager, Community Development

Community Development in the Girls' Brigade Singapore focuses on:

- Creating visible and sustainable community impact through our nation-wide community service programmes and
- the establishing of new avenues of services to vulnerable and diverse communities in Singapore.

Responsibilities:

- Plan, organise, execute and grow the Brigade's nation-wide community service and engagement project (The GB Friend in Deed project).
- Engage current and new stakeholders including corporate sponsors and partners, volunteer organisations, government agencies and members of the public to make a collective and visible impact on the community through our endeavours.
- Develop strategies and operationalize plans to engage, grow and nurture relationships with community agencies, volunteers and corporate partners.
- Explore and establish new avenues of services to the community whenever possible - for the Brigade to go where she can make a difference, to ensure relevance and timeliness in meeting emerging needs in Singapore.
- Assist in written corporate communication, collaterals, speeches as well as press and media releases.
- Support the extension of the Brigade's work and reach.

Requirements:

- Strong interest in the latest trends, strategies and methods employed by social-services and like-minded agencies around the world.
- Marketing and communication skills
- Strong planning and event management skills. Branding and campaign experience an advantage.
- Diploma / degree in any field
- Preferably with at least 2 years of relevant experience.
- Proficient in Microsoft Office suite, video, image or layout tools would be helpful (Canva, photoshop, iMovie, Capcut etc.)