



ST. ANDREW'S AUTISM CENTRE

1 Elliot Road
Singapore 458686
www.saac.org.sg
enquiry@saac.org.sg
T: 6517 3800 F:6517 3801

St. Andrew's Autism Centre (SAAC) is a non-profit organisation for the education, training, and care of persons with autism and their families.

SAAC comprises St. Andrew's Autism School (SAAS) and St. Andrew's Adult Autism Services (SAAAS), serving children, youths and adults with autism. SAAAS runs two Day Activity Centres (DACs) at Siglap and Sengkang, and St. Andrew's Adult Home (Sengkang), Singapore's first residential facility designed and built to meet the needs of adults of autism.

SAAC seeks to enable people with autism to lead dignified and meaningful lives. We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students, clients and residents; to provide behavioural support, life skills training, family support and public education.

EXECUTIVE, CORPORATE COMMUNICATIONS ST. ANDREW'S AUTISM CENTRE

Job Description

- Manage the content updates on SAAC website and postings on the social media
- Involved in writing for various platforms and publications, and assist with the development of collaterals or video productions
- Provide events management and publicity support including coordinating with vendors or internal and external partners
- Assist to coordinate external communications requests and visits to the Centre
- Support the department's corporate and marketing communications responsibilities
- Any other tasks as assigned

Job Requirement

- Diploma/Degree in marketing, public relations, mass communications, or related disciplines
- 3 – 5 years of relevant experience in community relations, public relations, corporate communications, marketing communications
- Excellent communications skills, interpersonal and presentation skills
- Good command of the English language (written and verbal)
- Resourceful and creative, technically savvy in managing the social media and internal productions
- Meticulous, organised, and able to manage projects and work under tight deadlines
- Team player who is able to effectively communicate with various levels of staff

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: careers@saac.org.sg.



ST. ANDREW'S AUTISM CENTRE

1 Elliot Road
Singapore 458686
www.saac.org.sg
enquiry@saac.org.sg
T: 6517 3800 F:6517 3801

All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.