



Senior Executive / Assistant Manager

Corporate Communications

Reporting to the Manager of Corporate Communications, the Senior Executive/ Assistant Manager will implement and execute the internal and external communication strategies for SAAC to ensure that unified, consistent, and positive messages define and promote the corporate identity and mission.

Job Description:

Responsibilities:

Media and Public Relations:

- Collaborate with the Manager to develop and execute the annual media advocacy plan.
- Identify and research media outlets, producers, editors, and reporters for media outreach.
- Draft press releases and organize media events to secure media coverage.
- Facilitate media interviews and attend to media and public inquiries promptly.
- Support marketing and publicity efforts for fundraising projects.

Autism Advocacy and Public Education

- Working with colleagues in SAAC and caregivers, to strategize and execute SAAC's advocacy efforts for persons with moderate-to-severe autism, including working with other agencies in the Autism Network Singapore to further the interests of persons with autism

Content Creation and Distribution:

- Develop, write, edit, and produce engaging content for various channels (website, social media, marketing collaterals).
- Participate in the production of corporate collaterals, including service brochures, newsletters, and videos.

Digital Marketing and Communications:

- Work collaboratively to manage website development and maintenance, including performance analysis.
- Handle social media platforms, responding to inquiries to engage stakeholders and increase awareness.

Brand Management:

- Ensure consistent and relevant communication of the organization's brand across all internal and external channels.
- Oversee publicity campaigns to maintain brand identity and guidelines.



Administration:

- Contribute to the establishment and management of a media library and archives.
- Assist in daily news monitoring, event reporting, and content compilation.
- Assist in managing events and campaigns, including email invitations and responses.

Other Duties

- Undertake other ad-hoc duties as required

Requirements:

- Meticulous, highly motivated, and resourceful team player with a positive attitude in problem solving and analytical skills
- Good organisational skills, careful attention to details and result-oriented
- Team player with strong inter-personal skills who can rally and mobilise people around a central mission.
- A passion to serve in special needs sector, and being resilient with a start-up mentality

Education and Experience:

- Bachelor's degree in marketing, communications, digital media, journalism, or a related discipline.
- 2 to 5 years of corporate communications and/or marketing experience.
- Strong written and verbal communication skills in English and preferably a second language.
- Proficiency in storytelling, photography, videography, and video editing.
- Active presence on social media platforms and updated on ongoing trends.
- Proficiency with relevant communication tools, software, and platforms, such as Adobe Illustrator, Final Cut Pro, content management systems, and social media management tools is an added advantage.
- Ability to handle multiple priorities in a fast-paced environment with tight timelines.

Apart from a competitive pay package (relative to the social sector), the successful candidate can look forward to working closely with a team of mission-minded, passionate and forward-looking colleagues in the Development team to constantly advance SAAC's mission.

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.

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

