



## **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.

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**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.

**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.

**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

**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.
- 3 to 8 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, Canva, 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.*

