



Communications Executive (Part-Time)

The **VIVA Foundation for Children with Cancer (VIVA)** is a Singapore-based charity which focuses on saving lives of children with cancer through excellence in research, medical care and education. www.viva.sg

Job Description

We believe that every child deserves to live, and seek an experienced **Communications Executive** who shares our drive and vision.

The successful candidate will be an integral member of a growing team working closely with multisectoral partners in healthcare institutions, non-profit organisations, businesses and governments to change the way childhood cancers are being diagnosed and treated throughout the region, starting with Singapore. We believe that ultimately, this will ensure more children with cancer, regardless of geography, to have a higher chance of recovery to live out the full potential of their lives.

You will report to the Executive Director and work closely with the team, vendors and volunteers to assist in the upkeep of existing communications platforms, as well as develop materials and collaterals to further strengthen the communication of the vision and cause for the Foundation.

- Manage Content
 - Storyboard and Edit video vignettes for social media
 - Draft/Revise articles, interviews and reports of activities for quarterly newsletter and annual report, and timely update for social media posting
 - Create posters, electronic mailers
- Manage VIVA's Public Communications Channels (Facebook, LinkedIn, Instagram, Website/s)
 - Manage social media upload schedule
 - Adapt content and upload on social media channels
- Manage Corporate Identity
 - Manage production of collaterals in support of events and fundraising needs, including but not limited to the St. Jude-VIVA Forum in Paediatric Oncology
- Contribute to other duties within the spirit and purpose of the role.

Skills and Qualifications Required

- Degree in any discipline.
- Certifications in public and corporate communications, project and event organisation, fundraising or other related training is an advantage.
- Minimum 3-5 years' relevant work experience. Healthcare-related or non-profit communications would be an advantage.

Key Attributes and Competencies

- Excellent communication and negotiation skills.
- Demonstrable ability to plan, prioritise and multitask with minimum supervision.
- Meticulous, creative, dynamic and problem-solving team player.

Terms and Conditions of Employment

The position is available with immediate effect.

VIVA is an equal opportunity employer and committed to having a diverse workforce.

We are looking for someone who can commit as follows:

- Minimum 4 hours per week (April -September annually)
- Minimum 20 hours per week (October - March annually)
- Must be able to commit to be present for preparation and events related to the St. Jude-VIVA Forum 2020 (around February and early March annually)

How to Apply

Please submit a cover letter and your CV to hr@viva.sg with the subject line "Application for Communications Executive". Do apply early as review of applications will commence on 9 September 2019 and continue until the position is filled.

Any personal data submitted in an application is treated confidentially and processed for the sole purpose of filling a vacancy, compliant with Singapore's Personal Data Protection Act. Your personal data will not be used for any purposes beyond those relevant to the application process unless we have your explicit approval to do so otherwise.