



Events Executive

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 **Events 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:

- Design and implement events to support effective advocacy and fundraising strategies.
- Deliver key programmes including but not limited to the St. Jude-VIVA Forum in Paediatric Oncology.
- Assist in the engagement with and growing of network of advocates, volunteers, and organisations whose social responsibility focus aligns with the work of the Foundation.
- 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.
- Contribute to other duties within the spirit and purpose of the role.

Key Deliverables

You will organise the annual St Jude-Viva Forum and associated events, as well as contribute to research, preparation of materials, liaison with sponsors and implementing activities to raise awareness or funds towards the Foundation's mission.

You will lead in advocacy and/or fundraising events throughout the year.

Skills and Qualifications Required

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

Key Attributes and Competencies

- Excellent event management skills.
- Excellent communication and negotiation skills.
- Demonstrable ability to plan, prioritise and multitask with minimum supervision.
- 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.

How to Apply

Please submit a cover letter and your CV to hr@viva.sg with the subject line "Application for Events 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.