

where CAREER and MINISTRY meet...

Join the Family-Team, where you will find much joy and opportunities to grow spiritually *and* professionally as you co-labour with us to serve families in Singapore.

You desire to use your skills and talents to serve the Lord through strengthening families. Passionate about “family”, you believe in nurturing family relationships and defending family values. You are independent and initiated, yet a strong team player seeking to be part of a dynamic team and God’s larger story.

1. Webmaster

Job Description

- Oversee organisational websites.
- Develop and maintain website.
- Provide IT support, including database management and implementation of CRM.
- Support Focus on the Family’s programmes through assisting in design/communications.

Broad Duties & Responsibilities

Working Hours: Office hours are Mondays to Fridays, 9.00am to 6.00pm. In addition, you will be required to put in an average of 3 hours per week in relevant reading, web-research, training and event duties without overtime pay.

Remuneration & Benefits: From S\$1,500 per month. You will be entitled to leave, insurance and all other employment benefits in accordance with the policies set by FOTFS.

Pre-requisites

- Possess at least a diploma from an accredited/recognised academic institution
- Strong in communication with a good command of written English
- Meticulous, careful and creative, with an eye for aesthetics

2. Programmes Executive

Job Description

- Provide administrative support for Focus on the Family’s programmes.
- Oversee logistics and coordination of programmes.
- Responsible for data entry and collation of programme statistics.
- Produce programme/event reports and assist with submissions to relevant authorities.
- Assist in database management and maintenance.
- Coordinate library, resources and research materials.

Broad Duties & Responsibilities

Working Hours: Office hours are Mondays to Fridays, 9.00am to 6.00pm. In addition, you will be required to put in an average of 3 hours per week in relevant reading, web-research, training and event duties without overtime pay.

Remuneration & Benefits: From S\$1,500 per month. You will be entitled to leave, insurance and all other employment benefits in accordance with the policies set by FOTFS.

Pre-requisites

- Possess at least a diploma from an accredited/recognised academic institution
- Communication skills with a good command of written English
- Meticulous, organised, analytical, excellent spirit
- People-oriented with strong interpersonal skills

Interested participants are recommended to check out both our parent website www.family.org and our website www.family.org.sg, before writing in to us at focus@family.org.sg.

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