

## **Job Description: Media and Communications Executive**

### **Position Overview:**

We are seeking a skilled and passionate Media and Communications Executive to join our Christian social service agency. This role is pivotal in fostering strong connections with partners from Government, Private Sectors, Community Partners, and Churches. The ideal candidate will be responsible for crafting effective communication strategies, managing media relations, and coordinating various events to promote the agency's mission and values.

### **Responsibilities:**

- i. Develop and execute comprehensive media and communications strategies that align with the agency's objectives and values.
- ii. Cultivate and maintain strong relationships with partners from Government, Private Sectors, Community Partners, and Churches to enhance collaboration and support for our initiatives.
- iii. Create compelling content for various platforms, including press releases, articles, social media posts, and website updates, to effectively communicate the agency's activities and impact.
- iv. Write and curate content for the quarterly newsletter, ensuring it reflects the agency's achievements, stories, and upcoming events.
- v. Organize and manage events, workshops, and seminars to engage partners, stakeholders, and the community, promoting awareness of the agency's mission.
- vi. Collaborate with internal teams to gather information and insights for content creation and ensure consistent messaging across all channels.
- vii. Proactively identify opportunities for media coverage, interviews, and partnerships that amplify the agency's reach and influence.
- viii. Monitor media coverage and social media trends to adjust communication strategies as needed.
- ix. Manage crisis communication by providing accurate and timely responses to media inquiries and addressing any potential issues.
- x. Stay updated on industry trends and best practices in media and communications to continuously improve the agency's outreach efforts.

### **Qualifications:**

- i. Bachelor's degree in communications, Public Relations, Marketing, or related field.
- ii. Proven experience in media relations, communications, or public relations roles, preferably within the Christian, Nonprofit or Social Service Sector.
- iii. Strong understanding of Christian values and principles, with the ability to represent the agency's mission appropriately.
- iv. Excellent written and verbal communication skills, with a knack for crafting compelling messages and stories.
- v. Proficiency in digital content creation, social media management, and content management systems.
- vi. Event planning and coordination experience, with a track record of successful event execution.
- vii. Strong interpersonal skills and the ability to build and maintain relationships with diverse partners and stakeholders.
- viii. Detail-oriented mindset with the ability to manage multiple tasks and projects simultaneously.
- ix. A collaborative team player who can also work independently with minimal supervision.
- x. Flexibility to adapt to changing priorities and navigate challenges in a dynamic environment.

If you are a motivated communicator who is passionate about making a positive impact within a Christian social service agency and connecting with various partners, we invite you to apply for this exciting opportunity. Please submit your resume, cover letter, and a portfolio of relevant work samples showcasing your communication skills to [dillon.ng@thehelpinghand.org.sg](mailto:dillon.ng@thehelpinghand.org.sg).