

# Communications and Integrated Media

The incumbent supports the growth and reach of Focus on the Family Singapore by creating content to engage our constituents.

## Responsibilities

- Plan and produce content for Focus' productions and other content creation projects across digital media channels (e.g. videos, podcasts, infographics, etc).
- Plan and execute effective messaging campaigns to increase reach and constituent engagement.
- Manage and support Focus' social media accounts including planning and creating content to engage audiences and providing customer service, and analysing statistics to improve outcomes.
- Manage and coordinate cross-department marketing projects and communication plans, with various internal and external stakeholders, to promote Focus', events, products and services.
- Implement Focus' communication strategy through content ideation, copywriting, etc, ensuring that it is relevant, engaging and adheres to brand orthodoxy.
- Provide support for comms and web engagement including publishing content on website and development of comms for partner engagement, if any.
- Undertake any other projects and activities as directed by Chief, Growth; Communications Lead, CEO.

## Requirements

- Diploma / Degree in Fine Arts, Graphic Design, Media or equivalent.
- Minimum 1 - 2 years of experience in related field. Entry level are welcome to apply.
- Excellent communication skills in both written and spoken English.
- Savvy and familiar with social media platforms (eg, Instagram, Facebook, and LinkedIn).
- Ability to multitask and prioritise multiple projects in a dynamic and fast-paced environment.
- Adaptable, resourceful, creative and an energetic team player.
- Experience in using Adobe After Effects, Illustrator, Photoshop, Premiere Pro.

## Office Hours

- 9:00am – 6:00pm (with an hour for lunch) from Mondays to Fridays.
- Options available for Flexi-Work Arrangements.

## **Compensation & Benefits**

- This is a contract position renewable annually or with opportunity to be converted to a permanent headcount role.
- Salary commensurate depending on experience and qualifications.
- Candidate will be entitled to leave, insurance and all other employment benefits in accordance with the policies set by the organisation.

## **Application Process**

Closing date for all applications is 31 July 2023. Interested applicants are encouraged to explore our website to gain a better understanding of our purpose and working culture. To apply, please send your Application Form and CV to **hr@family.org.sg**. We regret to inform that only shortlisted applicants will be notified.