



RSVP Singapore – The Organisation of Senior Volunteers

invites applications for

Associate, Volunteer Management

The Job

- Recruit, manage and deploy volunteers
- Plan and schedule recruitment and outreach activities
- Collate and analyse programme data
- Maintaining good working relations with existing partners and to cultivate new partners
- Monitor, evaluate and submit reports on KPIs to funders
- Organise and manage events relating to the function - briefing, logistics, and coordination with partners
- Organise meetings and work with Committee Chairperson to carry out and enhance the volunteer management practices in the Organisation
- Perform other office and general administrative duties

Requirements:

- Diploma or University degree
- Excellent interpersonal and communication skills
- Proficient in Microsoft office skills
- Proficient in spoken and written English. Proficient in Mandarin will be an advantage.
- Ability to work independently and proactively
- Possess strong planning and organisational skills
- Possess strong analytical skills
- A team player

To apply, please submit resume and cover letter attention to our Hiring Manager at general@rsvp.org.sg. Only shortlisted candidates will be notified.

For more info on RSVP Singapore, visit our website www.rsvp.org.sg