



We are a non-profit welfare organization founded in 1997 as part of Hope Church (Singapore). We've been recognized for our contributions to society and hold Institute of Public Character (IPC) status. As a member of the National Council of Social Service (NCSS), we are dedicated to improving the well-being of everyone in Singapore.

Our vision is Inspiring Hope, Transforming Lives.

Our mission is to extend Christ's love to our communities through practical help and action regardless of race, language or religion.

Intern (Engagement)

Hope Centre (S) is looking for interns who will support the organisation's outreach and relationship-building initiatives with donors, corporate partners, volunteers, and beneficiaries. The role involves assisting with communication campaigns, event coordination, and storytelling efforts to enhance the organisation's visibility and strengthen stakeholder engagement. The candidate should take initiative to learn and to assist the staff in performing their duties.

Responsibilities:

- Draft thank-you notes, newsletters, and impact updates for donors.
- Support volunteer recognition initiatives and maintain records of participation.
- Gather stories, testimonials, and photos/videos from beneficiaries (with consent).
- Communicate regularly with stakeholders through emails, messages, and social media groups.
- Assist in drafting content for newsletters, blogs, press releases, and social media posts.
- Assist in capturing photos and videos of Hope Centre events.
- Contribute to campaigns that promote partnerships, volunteering, and fundraising.
- Support overall communication efforts of the organisation.
- Assist in publicity of Hope Centre's programmes.
- Perform ad-hoc duties as assigned

Requirements:

- A serving member of Hope Church (Singapore) at Step D
- Creative, organised, and collaborative team player
- Initiative to perform duties
- Willingness to learn on-the-job
- A Singapore Citizen or Permanent Resident

Interested parties may email their CVs to hr@hopesingapore.org.sg. Do note that only selected applicants will be notified.