



RSVP Singapore The Organisation of Senior Volunteers

invites applications for

Associate/Senior Associate/Assistant Manager, Volunteer Management

The Job

- **Volunteer Management**
 - Recruit, manage and deploy volunteers
 - Maintain the volunteer management database
 - Collate and analyse volunteer data and feedback for enhancements to our volunteer management practices and processes
 - Plan, schedule and manage recruitment and outreach activities
 - Organise and manage events relating to the function - briefing, logistics, and coordination with partners
 - Monitor, evaluate and submit reports on KPIs to funders
 - Maintaining good working relations with existing partners and to cultivate new partners
 - Organise meetings and work with Committee Chairperson to carry out and enhance the volunteer management practices in the Organisation
 - Maintain proper administrative records related to Volunteer Management
- **Other Duties**
 - Time to time as assigned by Senior Management

“A collaborative and progressive journey with like-minded professionals and senior volunteers”

Career progression: You will be rotated different functional or programme units to understand the entire operations within the organisation. These rotations will equip you with critical perspectives of working within a fast-moving social service organisation.

Requirements:

- Diploma or University degree
- Excellent interpersonal and communication skills
- Proficient in Microsoft office skills
- Proficient in spoken and written English
- 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