



RSVP Singapore The Organisation of Senior Volunteers

invites applications for

Intern, Programmes

Job Description:

- Assist Programme Associates to plan and schedule programme activities
- Collate and analyse programme data and assist in preparing reports and presentations
- Organise and manage events relating to programme - briefing, logistics, coordination with agencies/ organisations
- Coordinate and manage volunteers to ensure programmes are delivered effectively
- Perform other office and general administrative duties as assigned by supervisor

Requirements:

- Excellent interpersonal and communication skills
- Proficient in Microsoft office skills
- Proficient in spoken and written English
- Ability to work independently and proactively
- A team player
- Interested to work in the social service sector
- Current enrolment in a related Diploma or University degree

Time Period:

- Please state your availability period (Start date, End date, part-time or full-time)
- Full time interns preferred (2 - 6 months)

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