



COMMUNICATIONS  
OFFICER,  
COMMUNICATIONS  
DEPARTMENT

**COMMUNICATIONS OFFICER,  
COMMUNICATIONS DEPARTMENT**

The Anglican Diocese of Singapore (DOS) has under her umbrella, 27 churches, community services, schools and chaplaincies. The Diocesan Central Administration (DCA) is the corporate headquarter for DOS.

Our Communications Department runs campaigns and events to publicise about the latest happenings within The Diocese of Singapore and its work.

We are looking for a Communications Officer with excellent communication and people skills to join this vibrant and passionate team.

**DUTIES & RESPONSIBILITIES**

- Develop, edit and proof-read content for publicity on our communication platforms e.g. website, social media platforms, etc
- Part of the team to draft official speeches and scripts
- Main liaison to collate diocesan corporate publications and articles
- Coordinate and provide support for campaigns and events
- Maintain and update content on communication platforms

**REQUIREMENTS**

- Excellent oral and written communication skills
- Good project management skills
- Has a keen eye to spot good content
- Very familiar with social media and various online communication platforms
- Highly motivated individual who thrives on creating innovative ideas
- Familiarity with Adobe Creative Suite would be an advantage

Salary will commensurate with qualifications and work experience.

Please apply to [hr@anglican.org.sg](mailto:hr@anglican.org.sg) with your updated resume, expected salary and notice period. **Only shortlisted applicants will be notified.**

DIOCESAN  
CENTRAL  
ADMINISTRATION