



COMMUNICATIONS EXECUTIVE

ST ANDREW'S CATHEDRAL

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Saint Andrew's Cathedral is an Anglican cathedral in Singapore which runs approximately 15 services per week. It is located near City Hall, Downtown Core, within the Central Area in Singapore's central business district. It is the main Cathedral church of the Anglican Diocese of Singapore and serves as the mother church of 27 parishes.

The primary role is to work closely with the Head of Communications to develop strategy for communicating with target audience and to create content as needed.

DUTIES & RESPONSIBILITIES

- Develop strategies to engage target audience with the church's overall direction
- Engage with different stakeholder groups to understand ministry/department needs
- Ideate, propose and develop communications plan for key events aligned to the church's direction
- Ideate, propose and develop fresh, creative content for key ministries and distribute through social media and other relevant channels
- Conduct research and curate factual, relevant information that supports the content creation process
- Work closely with AV and media design team to support the content creation process
- Oversee the pre to post-production to ensure timely completion
- Assist Head of Communications in other projects as assigned

REQUIREMENTS

- Minimum degree in mass communications with 4-5 years' experience in a similar role or Diploma in mass communications with 4-5 years' experience in a similar role
- Good understanding of digital content and the social media landscape
- Proficient in Adobe Creative Cloud Software
- Project management skills
- Resourceful and detail-oriented

Interested applicants please write to: hr@cathedral.org.sg