

VOCARE ADMINISTRATION INTERNSHIP

Internship Objectives

Provide a comprehensive learning experience to prepare and equip interns for leadership roles in church administration.

Internship Details

Where

Diocesan Central Administration (DCA). DCA serves as the engine room for the Bishop of Singapore, overseeing governance and administration for entities under the Diocese of Singapore. For more information about DCA, please [click here](#).

Duration

January to December 2026

Internship Allowance

A monthly allowance will be provided to help cover personal expenses such as transport and meals during the internship.

Programme Outline

Interns will gain exposure on:

- Events Management
- Regulatory Compliance
- HR Policies & Practices
- Secretariat & SOPs
- Budgeting & Basic Accounts Analysis
- Social Media & Campaign Management
- Diocesan Membership Policies
- IT setup & Troubleshooting
- Development Project Policies and specialise in one of the following:
 - Event Management
 - Training & Development
 - Campaign Management
 - Secretariat & SOP Management

Potential full-time employment

Upon completion, interns may be offered full-time employment opportunities with either a parish or the DCA.

Who can apply?

Applicants should hold at least a Diploma in any field. A Degree in any discipline is an added advantage.