



## **ST. ANDREW'S AUTISM CENTRE**

(A service of St. Andrew's Mission Hospital)

1 Elliot Road  
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St. Andrew's Autism Centre (SAAC) is an integrated centre for the education, training, and care of persons with autism and their families.

We operate a special school for children and youths diagnosed with autism from seven to 18 years old, and a Day Activity Centre (DAC) for the adults aged 19 years and beyond with moderate to severe autism.

In 2015, the Ministry of Social and Family Development appointed SAAC to co-develop and operate a home for adults with autism. Located at Compassvale Bow, St. Andrew's Adult Home (Sengkang) [SAAH (Sengkang)] will ready by end 2018. It will be Singapore's first residential facility designed and built to meet the needs of adults with autism. .

We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students/ adult clients and residences; to provide behavioural support, life skills training, family support and public education.

SAAC and SAAH seek to enable people with autism to lead dignified and meaningful lives.

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### **SENIOR EXECUTIVE, COMMUNITY & COMMUNICATIONS ST. ANDREW'S ADULT HOME (SENGKANG)**

#### **JOB DESCRIPTION**

- Explore, create and leverage opportunities in the community and the home so as to facilitate resource sharing and engagement
- Actively cultivate and establish mutually meaningful collaborations with corporate and community partners to raise autism awareness and encourage support of the home and Day Activity Centre
- Manage and maintain good and strong relationships with stakeholders
- Manage corporate identity and branding
- Ensure that corporate messaging is consistent for internal and external communications
- Assist in content development and provide editorial support for communications materials for stakeholders
- Develop and manage corporate collaterals and mementos
- Provide full-fledged communications and media support to stakeholders, including but not limited to management of media requests and events, development of all relevant media documents and press related matters
- Serves as a central point of contact for the media
- Any other duties as may be assigned from time to time

#### **JOB SPECIFICATIONS**

- Degree in marketing, public relations, mass communications, or related disciplines
- Minimum 3 years of relevant experience in community relations, public relations, corporate communications, marketing communications



- Excellent communications skills and strong presentation skills
- Strong sense of urgency to meet deadlines
- Team player who is able to effectively communicate with various levels of staff
- Able to work under pressure
- Flexible to work occasional weekends and evenings
- Good in both verbal and written English
- Meticulous, organised and able to work under tight deadlines
- Capable to handle sensitive and confidential matters or situations
- Able to work independently with minimal supervision

### **WORKING HOURS**

- 8.30 am to 6.00 pm (Monday to Friday)

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: [careers2@saac.org.sg](mailto:careers2@saac.org.sg)

All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.