



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

SAAC comprises St. Andrew's Autism School (SAAS) and St. Andrew's Adult Autism Services (SAAAS), serving children, youths and adults with autism. SAAAS runs St. Andrew's Adult Home (Sengkang) [SAAH] which will receive its first residents in April 2019, and two Day Activity Centres (DACs) at different locations.

SAAH is Singapore's first residential facility designed and built to meet the needs of adults of 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 seeks 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

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.