



## **MIGRANT VOICES (3 positions)**

Listed Sept 21

### **Working Hours:**

FLEXIBLE – Work from Home

### **Who are we?**

Migrant Voices is a community-based arts charity established in 2006 to share the stories and celebrate the artistic talents of migrant workers in Singapore. Through art, the sharing of stories and creative discourse, we aim to not only provide a place for migrant workers in Singapore to showcase their talents, but to also build cultural bridges. Art itself is very individualized and it is through this individuality that we hope to put a less functional, but more human dimension to migrant workers as a community of different cultures and people, rather than a collective.

<http://www.migrantvoices.org/>

### **POSITIONS (& requirements):**

#### **(1) Fund-raising & partnership executive**

- Develop Fundraising Programme & Events
- Develop Partnership Incentive Programme
- IDEAL CANDIDATE:
  - experience working with organizational development preferred
  - able to work independently

#### **(2) Website & Online Media Manager**

- Maintain & Update Website

- Update Social Media (Facebook)
- Develop Micro sites when necessary
- Manage Mailing List
- IDEAL CANDIDATE:
  - Proficient Web Design Skills (Dreamweaver)
  - Able to work individually to develop the effectiveness of our online media

### **(3) Volunteer Manager (With Admin Duties)**

- Manage Volunteer/ Member registration
- Process accounts, invoices, receipts
- General Administration
- IDEAL CANDIDATE:
  - Basic accounting Knowledge
  - Proficient in Microsoft Office
  - Proficient in English

### **What's on Offer**

As this is a non-profit charity organisation, all positions are on a voluntary basis.

\* These positions do not require PR status or Employment pass. Anyone can apply.

To apply, please send your cover letter & resume to [shaun@migrantvoices.org](mailto:shaun@migrantvoices.org) (Contact No.: 81239698).

Please specify the job position in your Email Subject Header.