



Part-Time Communications Manager

JOB DESCRIPTION

LOCATION: CAC Office

REPORTING TO: CAC President/ Board of Communications Chair

FULL TIME/ PART TIME: Part-time

PURPOSE OF THE POSITION

The Part-Time Communications Manager supports CAC in strengthening clear, engaging and consistent communications across conference, church and public-facing platforms. The role requires strong communication and organisational skills, familiarity with CAC organisational structure, church life and ministry contexts, and the ability to manage multiple projects collaboratively and independently.

KEY RESPONSIBILITIES

A. Communications & Content

- Develop and implement communication strategies aligned with CAC's vision and priorities.
- Develop a creative roster for CAC messaging to local churches, working with Board Chairs, local churches and the President's Office.
- Support engagement beyond the local church and with the wider public through media storytelling.
- Ensure communications are clear, engaging, accurate and consistent in tone and branding.
- Assist in drafting official statements, reports, speeches and publicity materials where required.

B. Digital & Media Management

- Coordinate photography, videography and media coverage for Conference events and initiatives together with the Communications Executive.
- Oversee the production of publicity materials such as slides, posters, brochures and videos.

C. Coordination & Collaboration

- Work closely with CAC leadership, local churches, ministry teams and external vendors.
- Support communication needs for conferences, events, training sessions and special initiatives.
- Help strengthen communication flow between CAC, local churches and members.

D. Administrative Support

- Maintain communication archives, mailing lists and media resources.
- Plan scheduling, publication timelines and communications strategy.

SKILLS & EXPERIENCE

Job-Related Skills

- Strong written and spoken communication skills.
- Good organisational and project management skills, with the ability to manage timelines and coordinate multiple stakeholders.
- Familiarity with CAC organisational structure, church life and ministry contexts.
- Ability to manage multiple projects both collaboratively and independently.
- Working knowledge of digital media, publicity workflows and content production is preferred.



新加坡卫理公会华人年议会
Chinese Annual Conference
The Methodist Church in Singapore

PERSONAL ATTRIBUTES & QUALITIES

- Clear, accurate and discerning communicator.
- Collaborative team player with a heart for Christian ministry.
- Creative, organised and able to work independently.
- Sensitive to church contexts, tone and branding.
- Willingness to work flexible hours, including occasional evenings and weekends during major events and key CAC gatherings.
- High level of integrity and discretion in handling confidential information.

WORKING ARRANGEMENT

- Part-time position; hours and work arrangement are negotiable.
- Some evening or weekend work may occasionally be required during major events and key CAC gatherings.

Send in your resume to:

cac.admin@methodist.org.sg