

Senior Manager, Community Projects  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=252729>

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Posted Feb. 5, 2025, set to expire Jul. 5, 2025

**Job Title** Senior Manager, Community Projects

**Department**

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Feb. 5, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Other Administrative Departments

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498843/senior-manager-community-projects>

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**Job Description**

## Senior Manager, Community Projects

**Job no:** 498843

**Department:** SITLEARN

**Contract type:** Contract

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Reporting to the Director (Community Engagement), you will be involved in the engagement of community organisations in the Greater Punggol Region and implementation of community outreach

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programs that provide service-learning opportunities for SIT students and extend SIT thought leadership in the community. To do this, you will focus on establishing partnerships with community leaders, social service agencies, community organizations and industry partners to promote SIT's community outreach initiatives.

### **Key Responsibilities:**

- You will execute the strategy to help achieve SIT's strategic goal as a University Town in Punggol to ignite the spirit of innovation, drive environmental sustainability and positive societal changes and fosters a culture of lifelong learning.
- You will cultivate partnerships with government agencies, community partners, grassroots organizations, and industry stakeholders to plan and implement community outreach programs.
- You will arrange public talks and seminars in the community to promote SIT's thought leadership and encourage residents to adopt a culture of lifelong learning.
- You will collaborate with community leaders to curate projects that leverage the skills and expertise of SIT students, aimed at developing solutions that foster positive societal change.
- You will collaborate with community leaders to develop environmental sustainability projects that benefit the Punggol community, utilizing SIT's core expertise.
- You will help to train and coach SIT students to carry out community outreach programs.
- You will assist in organizing campus tours for the public to enhance public awareness of SIT.
- You will provide administrative support to the division, including budget management, procurement and general administrative matters.
- You will contribute to other projects in the division as requested.

### **Requirements:**

- A recognized degree in any discipline with at least 3 years or relevant experience in partnership development, business development and account management or a similar role.
- Experience in building partnerships with community organizations, industry partners, grassroots leaders and in event planning and execution would be advantageous.
- Strong organizational skills with the ability to handle multiple tasks and deadlines.
- Excellent communication skills, both written and verbal.
- Ability to work collaboratively with multiple internal and external stakeholders.
- A self-starter, independent and resourceful.
- Mature, meticulous and possess high level of integrity.
- Open to work occasionally in the evening and weekends to support community events.

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We offer a hybrid work arrangement that combines remote and in-person work, subject to work exigencies. The successful candidate will be offered a 3-year contract with a view of renewal.

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**Advertised:** 05 Feb 2025 Singapore Standard Time

**Applications close:** 30 Apr 2025 Singapore Standard Time

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Singapore