

## **Community Centre Executive (Klang/Malacca)**

### **Job Description**

1. Candidate must possess at least Diploma/Advanced/Higher/Graduate Diploma, Bachelor's Degree/Post Graduate Diploma/Professional Degree in any field.
2. Strong commitment to work in a team and achieve the organisation's mission and goals.
3. Required language(s): Bahasa Malaysia, English, and Mandarin as candidate is required to communicate with our target beneficiaries in all three of these languages. Other dialect like Cantonese and Hokkien is a plus point.
4. At least 1 Year(s) of working experience in the related field is required for this position.
5. Required Skill(s): Astute Observation Skills, Interpersonal Communication Skills, Problem Solving Skills, Public Speaking, Resourcefulness, Microsoft Office (Excel, Words, Power Point)
6. Preferably Junior Executive specialized in Social & Counselling Service or equivalent.
7. Able to work both in a team as well as independently.
8. Demonstrated the ability to be responsible and passionate in charity works.
9. Possess own transport and willing to travel as and when required.
10. Experience in event and project management an added advantage.
11. Salary to commensurate with experience.

### **Responsibilities:**

1. Have a passion to serve those in need.
2. Manage overall daily operation of our community centre and make sure all charity programs are on track.
3. Execute charity programs and projects, from conceptualisation, pre-project development, and onsite project, to post project reporting and analysis.
4. Conduct assessment with underprivileged families who had applied for assistance, to interview and assess their situation and eligibility.
5. Identifies potential new sources of collaboration or partnership for our community centre.
6. Connect the beneficiaries, volunteers, and donors together to provide physical and emotional assistance to the underprivileged families under our care.
7. Perform other duties and responsibilities as and when required.