



Senior Connect @574 (Hougang)

PROGRAMME COORDINATOR (Full-Time)

Responsibilities:

1. Assist the Centre Head in providing Active Ageing and Befrienders Services.
2. Plan, coordinate and execute programmes & activities for seniors.
3. Recruit and rally active participation from seniors as assigned.
4. Attend to home visits.
5. Support and update seniors with Information/Referral resources.
6. Provide administrative support.
7. Participate in other BCARE events and projects when required.

Requirements:

1. At least a GCE "O" level qualification.
2. 1-year working experience in senior-related work.
3. Possess good organizational and engagement skills.
4. Strong interpersonal skills and ability to communicate with all levels.
5. Ability to interact meaningfully with our Elderly who can mainly converse in English and/or Mandarin.
6. Competent in Microsoft Office.
7. Working hours: 9am to 6pm (Mondays - Fridays), 5-day work week.

Interested applicants are invited to apply by completing the BCARE job application and email together with supporting documents to corpadmin@bcare.org.sg Only Singaporeans/SPR need apply.

All applications will be kept in strict confidence. We regret that only shortlisted candidates will be notified.