



**for a living planet®**

**WWF Singapore**  
354 Tanglin Road #02-11  
Tanglin International Centre  
Singapore 247672

Tel: (65) 6730 8100  
Fax: (65) 6730 8122  
info@wwf.sg  
**wwf.sg**

**Position title** : Education Executive, WWF Singapore  
**Reports to** : Assistant Manager, Education, WWF Singapore  
**Location** : WWF Singapore

**I. Mission of WWF Singapore:** To ensure a high performing WWF office with efficient operating systems, professional and skilled staff, and strong financial resources. WWF Singapore's focus is on delivering corporate responsibility partnerships, individual/ major donor fundraising and community engagement for WWF's priority conservation activities in Singapore and the rest of WWF's global network.

**II. Major Functions:** The position of Education Executive was established for the purpose of engaging new schools, cultivating a professional relationship, and providing personalised support to existing WWF Eco-schools and its stakeholders. This includes specific responsibilities for providing information on the range of WWF education programs and services available, school and/or nation-wide activities and events. The incumbent will work with schools and external agencies to foster an ongoing partnership between WWF and Eco-schools.

### **III. Major Duties and Responsibilities:**

#### **Main areas of work:**

- Event management related to WWF activities.
- Eco-schools acquisition and support
- Account management and customer service related to education programme.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the education unit

#### **Essential Functions:**

- Organises, assists and conducts a variety of events such as talks, workshops, network sessions, camps, conferences, etc., as part of the education programme. Skilled in engaging a variety of people from pre-schoolers to adults.
- Be the first point of contact for school leaders, educators and student committees for the purpose of maintaining WWF-Singapore's partnership with schools. Responds to inquiries from a variety of internal and external sources for the purpose of providing information and direction as may be required.
- Visits schools as required for the purpose of assessing situations, improving communication, providing information regarding education policies and services.
- Coordinates and conducts meetings with school staff and students for the purpose of gaining information, discussing needs and challenges, and to provide solutions as part of WWF education services
- Connects schools, stakeholders and relevant community members; interprets technical information related to education programme and its implementation; and collects school data and feedback for accountability.
- Confers with teachers, schools and appropriate external agencies for the purpose of evaluating the impact of the education programme and its implementation.
- Performs record keeping and clerical functions (e.g. scheduling, reporting, tracking, etc.) to support the education programme and its accountability.
- Prepares a variety of documents, reports and written materials for the purpose of communicating information, providing written support and recommendations for schools and stakeholders.
- Maintains a variety of confidential and non-confidential resources and electronic lists and records (e.g. activity logs, phone logs, grants and project details, community resources, etc.) for the purpose of documenting projects, providing up-to-date reference and audit trail while ensuring the availability of services to schools.

#### IV. Profile:

##### **Required qualifications:**

- Diploma in education, customer service or other related field of work with a minimum of 1 year's work experience.

##### **Requirements:**

- Fresh Graduates with the required skills may apply
- Demonstrable public speaking and customer service skills.
- Background in science / biology / outdoor education is preferred, but not necessary.
- Willingness to travel to various locations in Singapore to provide school services.
- Working knowledge of Singapore education system both local and international.
- Be process driven with strong record keeping skills and attention to detail.
- Passionate about sustainability, education and customer service.

#### V. Working Relationships:

**Internal** - Works closely with Head of Education, Assistant Manager, Education, and the Communications Team

**External** - Coordinates with education practitioners (including principals, teachers, administrators and related personnel), partners and related parties.

Interested candidates should email a CV and cover letter to [hr@wwf.sg](mailto:hr@wwf.sg). Please indicate the position being applied for in the subject line.