



WWF *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 : School Coordinator, WWF Singapore
Reports to : Education Manager, 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 School Coordinator 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.
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- 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.
- 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 the Education Manager 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. Please indicate the position being applied for in the subject line.