

AIDHA

Aidha is an award-winning Singapore-registered charity. Our mission is to provide financial literacy and self-development skills to foreign domestic workers and lower income women to enable them and their families to break out of the cycle of poverty. Started initially under the auspices of UNIFEM (now UN Women), Aidha became an organisation in its own right in 2006. Since its inception, Aidha has impacted more than 5,000 women and their families and communities. We attained much-coveted IPC (Institution of Public Character) status in 2015 and have retained it ever since.

Aidha provides training in money management, computer skills, leadership entrepreneurship and English. We conduct classes on Sundays (when most foreign domestic workers have their day off) at our campus at United World College in Dover. At any given time, Aidha typically has 400-500 students attending classes and a pool of 150-200 active volunteers conducting these classes. Given the current situation, in recent months Aidha has been offering classes and learning sessions online, which we aim to have as a continuing feature of our programme offerings.

Aidha is a small but successful organisation, now in an exciting stage of growth and scaling up of its operations.

POSITION: STUDENT AFFAIRS AND CAMPUS ASSOCIATE

Reporting to the Student Affairs Manager and the Campus Manager, the Student Affairs and Campus Associate is responsible in supporting the smooth operation at our satellite campus and online campus. The Student Affairs and Campus Associate supports the Student Affairs Manager and Campus Manager in the organisation and implementation of outreach activities and communications with the Aidha's student body and its alumnae. S/he is one of Aidha's representative on campus, interacting with many different stakeholders, from students to volunteers, and members of the public.

The position is part-time (80%). The Student Affairs and Campus Associate will have to spend three Sundays a month on campus or remotely managing the online campus, and be in office on weekdays to prepare the required materials for campus or, in light of Covid-19, supporting Sunday online activities.

RESPONSIBILITIES

Student Outreach

- Support the Student Affairs Manager and Campus Manager to contact prospective and current students via WhatsApp to promote Aidha's courses
- Support outreach events and activities: assist with logistics; send reminder to participants; enter data in Salesforce; analyse attendance rates; feedback forms and surveys;
- Conduct surveys targeting Aidha students and alumnae in collaboration with Student Affairs Manager

Campus Management

- Support the Campus Manager in the planning and managing operations of Aidha's various campus operations, especially Aidha's satellite and online campuses, to ensure classes and events are

conducted smoothly and efficiently to the high standards we are known for

- Support in the monitoring of student enrolments and ensuring student registrations are up to date
- Support in managing the team of Aidha alumnae who help out on campus operations and create opportunities for them to grow and develop in their leadership capabilities
- Support in the liaison between Aidha and FAST on campus matters
- Interact with students and volunteers as well as the different campus visitors (employers, donors, media, etc) and help them understand the work that Aidha does

Other Responsibilities

- Support the IT needs in the office and on campus, including preparing and ensuring upkeep of all laptops used by staff and on campus
- Be the main team member supporting other staff to manage Aidha's CRM system
- Undertake any other duties assigned by the CEO.

ARE YOU OUR IDEAL STUDENT AFFAIRS AND CAMPUS ASSOCIATE?

Our ideal Student Affairs and Campus Associate is that rare combination of being great people person and a good planner and organiser. S/he must have a passion for working and interacting with people from diverse cultures and backgrounds and a patient and composed personality who can manage students firmly, fairly and graciously. S/he must be able to think on their feet, and react to situations in a calm and diplomatic manner and manage the ever-busy campus environment. S/he must also have strong IT Skills , prior experience working with Salesforce or other CRM systems is a plus! As our campus resembles a mini United Nations, s/he must enjoy interacting and working with people from different nationalities and background. If you like creating a happy, positive environment where students can feel supported and able to learn, then we want you on our team!

In return, what you can expect from your time with us at Aidha is...

- A deep sense of fulfilment from being to see the impact you are making on our beneficiaries right before your eyes – which no money in the world can buy!
- The opportunity to play a key role in helping to shape and influence the growth of this young successful organisation as it continues on its upward track
- Unmatched opportunities for personal growth and to learn and develop new skills and experience
- Never again dreading coming to work on a Monday morning!

Interested candidates are invited to submit a comprehensive resume and cover letter stating current, and expected salary to careers@aidha.org. Only shortlisted candidates will be notified.