



YOUTH CORPS SINGAPORE **INTERNSHIP** **OPPORTUNITIES**



Hello there!

Youth Corps Singapore is a division under the National Youth Council, we empower and support youths, aged 15 to 35, to ignite positive change in society through community service. We do this by catalysing meaningful collaborations between youths, the social service sector and society.

And all of these efforts are made possible by the many departments in our team. Take a look below to discover the different departments.

Youth Corps Singapore

Click on the roles to see the job description

Journey Crafters

[Outreach & Engagement >](#)

[Digital Engagement & Data >](#)

[Community Nurturers >](#)

[Digital Marketing >](#)

[Social Media >](#)

[Graphic Design >](#)

[Community Collaborators >](#)

Programme Architects

Programme Architect >



Outreach & Engagement

The OE team is responsible for recruitment and engagement of Youth Corps Singapore volunteers. This includes outreach to the various educational institutions and engagement of volunteers through events such as Volunteer Appreciation Day.

Role of Intern

- Ideation and running of engagement sessions and simulation activities for recruitment and outreach to youths
- Organise and facilitate induction sessions for youths
- Support marketing and publicity of various Youth Corps programmes
- Managing outreach platforms such as bi-weekly email blasts
- Volunteer Management
- Assist in conceptualising, planning and implementing of key milestone events
- Involvement in milestone and volunteer events such as Volunteer Appreciation Day
- Basic data analysis of programme feedback

Specific Requirements

- Background in Marketing, Communication, Events Management, Human Resource Management or equivalent
- Proficient in basic designing tools eg. Canva. Knowledge and experience in Adobe Photoshop and Illustrator are an added advantage
- Proficient in Microsoft suites – including Word, Excel and Powerpoint
- Prior experience in organising events



Digital Engagement & Data

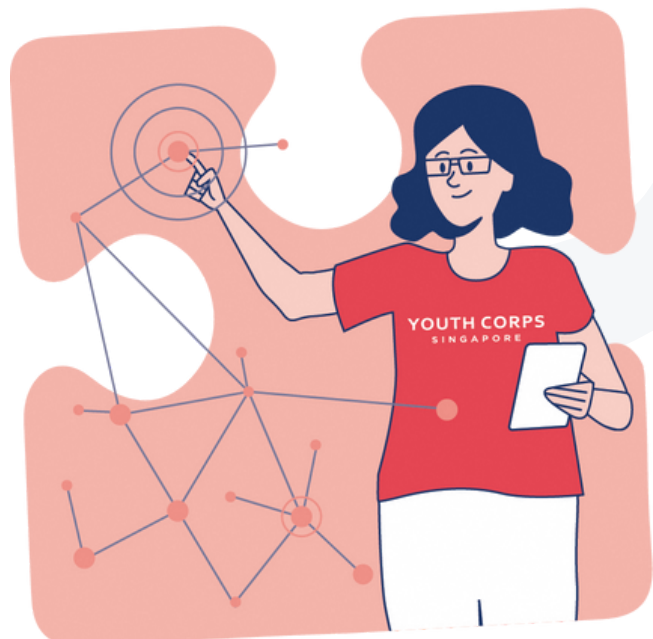
The OE team is responsible for recruitment and engagement of Youth Corps Singapore volunteers. This includes outreach to the various educational institutions and engagement of volunteers through events such as Volunteer Appreciation Day.

Role of Intern

- Support in data-driven projects which includes data cleaning, data analysis and visualisation
- Facilitate timely and targeted marketing through emailers and monitor email performances via generated reports
- Support operations on the Volunteer Management System (VMS), including creating new volunteering opportunities, creating new volunteer profiles, and registering volunteers for specific events or volunteering opportunities
- Recruitment and outreach to youths digitally and physically
- Ideation and running of engagement sessions and simulation activities for outreach to youths

Specific Requirements

- Intermediate to Strong Excel Skills (Conditional formatting, Vlookup, Building Dashboards)
- Data cleaning, Analysis & Visualization skills such as using Excel Macros, Power Query, Power BI or Tableau is advantageous
- Ability to create automation projects from end-to-end using UiPath or similar programs is advantageous
- Strong analytical and problem-solving skills
- Proactive in seeking areas of growth
- Interest in Digital Marketing & Data Analysis is advantageous



Community Nurturers

The Community Nurturers team looks at building social communities and coordinating programmes within Youth Corps to engage, inspire and develop youth volunteers. Additionally, the team provides support to youth leaders in various youth-led and youth run-clusters or social communities and offer consultancy to youth volunteers initiating ground-up projects.

The team also oversees the Project Re:ground initiative, which advocates for the importance of mental well-being and peer support as a life skill.

Role of Intern

- Assist in planning, curating and executing various in-person and/or online programmes and initiatives to build social communities
- Opportunity to network and collaborate with community organisations
- Design publicity materials for events
- Engage and manage youth volunteers
- Assist in the operation of Project Re:ground, which includes curation of programme, management of space, execution of session, recruitment, training and cohesion
- Support wider Youth Corps programmes and any other tasks assigned, where required

Specific Requirements

- Preferably some background in events management, social enterprise, volunteer management or equivalent
- Passionate about engaging youth and local community
- Good understanding of varied perspectives of issues in the social and youth sector and community
- Proficient in Canva, Adobe and Microsoft suites
- Possess excellent organisational and communication skills
- Prior experience in organising events



Digital Marketing

The Marcoms team is responsible for the brand, marketing, social media, publicity and recruitment for volunteering programmes, PR and communications of Youth Corps Singapore.

The Digital Marketing Intern is responsible for assisting the team to plan, project manage and prepare publicity materials for various campaigns for the recruitment of volunteers through digital and direct marketing campaigns.

Role of Intern

- Assist in conceptualising and implementing digital and social media campaigns
- Project managing, tracking and analyse reports for campaigns, social media, website and any other digital initiatives to make recommendations for improving performance
- Measure and report the results of marketing initiatives, including clickthrough rates, conversions, and other measurements of success
- Liaising with internal stakeholders and external agencies to create and run campaigns
- Write copy for social media posts, promotional emails, and other marketing collateral
- Assist in the creation of written, video, and image content for marketing channels
- Assist in the management of website

Specific Requirements

- Experience in digital and social media marketing (including, but not limited to: Instagram, Facebook, Tik Tok, Telegram and LinkedIn)
- Experience with data analytic tools such as Google Analytics
- Excellent verbal communication and writing skills
- Familiar with youth trends



Social Media

The Marcoms team is responsible for the brand, marketing, social media, publicity and recruitment for volunteering programmes, PR and communications of Youth Corps Singapore.

The Social Media Intern is responsible for content curation and community management on all Youth Corps social media platform. This includes planning and strategising content on the various social media platforms to engage youths.

Role of Intern

- Assist with the curation and execution of social media content and campaigns across social channels
- Support marketing team at live and online event
- Perform social media marketing research to develop new strategies for increasing engagement
- Respond to comments and DMs on social media platforms
- Assist with photo/video content shoots, selection and editing
- Assist in procurement and management of marketing collaterals

Specific Requirements

- Background in Communications & Media or equivalent
- Good writing, communication, and creative & critical thinking skills
- Familiar with the various social media platforms (including, but not limited to: Instagram, Facebook, Tik Tok, Telegram and LinkedIn)
- Advantageous if familiar with Adobe suite - Photoshop, Illustrator, InDesign & Premiere Pro



Journey Crafters - MarComs

Graphic Design



The Marcoms team is responsible for the brand, marketing, social media, publicity and recruitment for volunteering programmes, PR and communications of Youth Corps Singapore.

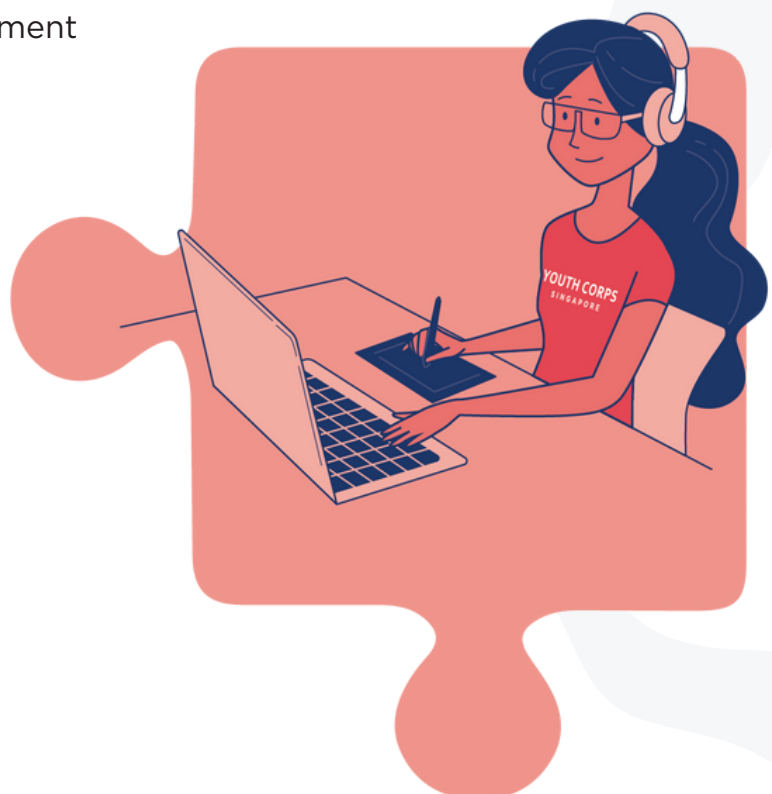
The Graphic Design Intern is responsible for curating graphic design and publicity materials for various programmes/campaigns, creating new designs for the brand and assisting the graphic needs of the marcoms team.

Role of Intern

- Collaborate, brainstorm, conceptualise and execute graphic design requirements for a wide range of materials that may include web pages, presentations, marketing collateral, internal communications, and newsletters
- Ensure brand visual is consistent
- Support marketing team at live and online event
- Assist with photo/video content shoots, selection and edit
- Assist in procurement and management of marketing collaterals

Specific Requirements

- Background in Graphic Design, Visual Communication or equivalent
- Proficient in Adobe and Microsoft suites - Photoshop, Illustrator, InDesign, Word, Powerpoint, Excel
- Familiar with the various social media platforms (including, but not limited to: Instagram, Facebook, Tik Tok, Telegram and LinkedIn)
- Familiar with youth trends





Community Collaborators

The CC team works alongside community organisations to curate a meaningful and positive volunteering experience for youth volunteers.

This includes planning of activities to promote deeper interaction between beneficiaries and the youth volunteers. In addition, the team looks into the training and orientation for youth volunteers prior to the community service event.

Role of Intern

- Assist in organising, implementation and evaluation of community service events and regular programmes
- Pre-event tasks such as site recce, planning of activities and conducting volunteer briefings
- Pre/Post programme evaluation and processes for all community service events and regular programmes
- Enhance existing volunteer management system through research and brainstorming
- Assist with Volunteer Management (e.g. Volunteer recruitment, Orientation & Training, Volunteer communication etc)
- Support staff in general administration work

Specific Requirements

- Background in events management, social enterprise, management or equivalent
- Passionate about engaging youth and local community
- Has a good understanding of varied perspectives of issues in the social and youth sector and community
- Proficient in basic designing tools eg. Canva. Knowledge and experience in Adobe Photoshop and Illustrator are an added advantage
- Proficient in Microsoft Office – including Word, Excel and Powerpoint
- Has prior experience in organising events



Programme Architects

The PA Team is responsible for the design, development and implementation of Youth Corps Singapore's Social Leadership Programme.

The PA team's portfolio also includes project scoping and partnership development with various stakeholders such as Social Service Organisations (SSOrg) and social enterprises to curate projects for youths that will contribute to community development.

Role of Intern

- Assist with event management such as planning logistics, briefing for activities, photo/video taking and coordination with relevant parties, and wherever possible, opportunity to plan & organise social events for Programme(s)
- Provide administrative support to maintain databases of youths, partners, and PA team's logistics inventory and library
- Assist with communications to youth volunteers and relevant stakeholders
- Assist with programme evaluation, survey tabulation, analysis and presentations
- Ideate and co-curate gamification content for programmes
- Assist with coordination and logistic preparation for training programme
- Support the training and facilitation of programmes and activities, including technical support and programme administration

Specific Requirements

- Have substantial experience in volunteer management, project management and events planning
- Proficient in Microsoft Office - including Word, Excel and Powerpoint
- Preferably familiar with design tools such as Canva
- Possess excellent organisational, analytical and communication skills



General Application Criteria

Required Attitudes

- Passionate about serving the community and making a difference
- Willing to learn
- Adaptable, creative and resourceful
- Self-motivated and able to work independently

Specific Requirements

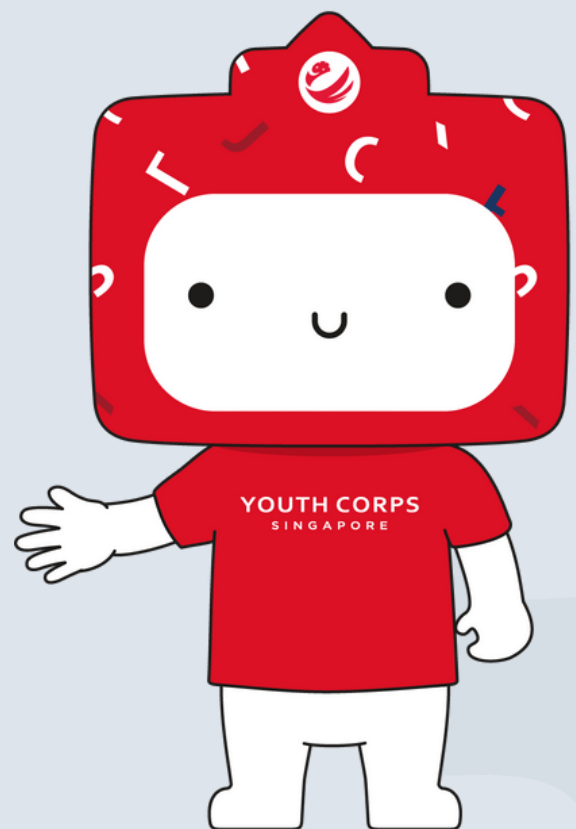
- Possess excellent organisational and communication skills
- Flexible and adaptable to changes
- Meticulous
- Good time management skills

Duration of Internship

- Minimum of 3 months (6 months and above preferred)
- Must be comfortable working on weekends and weekday evenings

Interested applicant can submit their application to

<https://go.gov.sg/ycsinternship>



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SINGAPORE

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