

PERSONAL ASSISTANT AT KITEDREAMS

Looking for a meaningful, faith-filled part-time opportunity?

Kitedreams is looking for someone to partner with Wai Jia in her ministry in Singapore.

Your role would be to help Wai Jia in strategic implementation of her vision in Kitedreams, which inspires people to dream bravely and boldly in God. You will function as the key operational person in the ministry.

If you believe in Kitedreams' mission, are resourceful, committed to serving God, and hope to journey with Wai Jia faithfully, please write in to hello@kitedreams.org with your resume.

IN THIS ROLE, YOU'LL:

- Provide administrative and logistical support to enable Wai Jia to function fully in her role
- Manage finance matters pertaining to payments and expenditure
- Assist with matters related to closing off the Singapore entity of Kitesong Global and growing the Kitedreams ministry
- Source and work with freelancers to produce inspirational content
- Develop opportunities and source for/liaise with partners for Wai Jia's books and resources to be a blessing through sales, marketing, events and distribution
- Manage her YouTube and podcast platforms, and offer related marketing & branding support
- Work with volunteers and partners to enhance Kitedreams' mission
- Plan and execute a book launch and farewell event in May 2024
- Assist with other administrative and personal matters as required

WAI JIA IS LOOKING FOR SOMEONE WHO:

- Is spiritually mature and has a living relationship with God
- Is administratively strong and competent
- Is committed, resilient and dedicated in ministry
- Is resourceful, proactive and has a great sense of intuition
- Is courageous and willing to step out of one's comfort zone to learn and apply oneself
- Has a strong command of written English

COMMITMENT:

- 15-25 hours a week (negotiable) for at least 1 year. Longterm commitment is preferred.
- Remuneration: negotiable

WHAT YOU'LL GET:

- Flexi-work hours and a remote working environment (mostly work-from-home except when required to be present for onsite meetings and events)
- The opportunity to connect with Wai Jia
- The chance and flexibility to grow, dream and innovate the work at Kitedreams
- The chance to be part of a faith-filled, faithful community whose passion is to inspire others to dream bravely and live boldly
- A potentially life-changing experience

Interviews begin end of February to early March.

Start date: Early to mid March 2024

You might be someone looking for a role to contribute meaningfully in this season of your life, or someone seeking purpose in a season of transition. Whatever the case, don't let your confidence gap hold you back. We are open to exploring the possibilities.

If you are interested, please email us at hello@kitedreams.org with your resume.