

Role Description: Facilitator (Virtual)

Our Organization & Programme

FILoS Community Services is a not-for-profit social service organization. We focus on building the strengths of the community we live in. We work towards empowering individuals and families to live more fulfilling, meaningful and happier lives.

Services provided include Family Life Services, Assistance and Referral Services, Children & Youth Services and Elderly Services. For more information about us, please visit www.filos.sg

Your Role

- To facilitate breakout room discussions over a topic that will be made known to you
- To keep track of time
- To post guiding questions to speakers (which would be given to you prior to the event) where necessary.
- To post the most interesting/relevant questions (from the Zoom chat) from the participants to the speakers after their sharing
- To share with the rest of the attendees in the main room the key takeaways from the respective breakout rooms.
- To manage conversation and conduct of attendees during Q&A

Key Responsibilities

1. Ensure that attendees are engaged throughout the breakout session
2. Ensure that adequate time is spent on answering questions from the attendees
3. Ensure that notes are taken down during the breakout room session for ease of sharing in the main room
4. Ensure the relevance of the discussion and questions, and to intervene if questions are digressed from the main topic

Role Requirements

- Able to converse and lead a conversation in large group setting
- Confident and assertive
- Prior experience in facilitation is an advantage
- Good interpersonal skills

Benefits

- Able to network with participants from diverse backgrounds
- Able to develop facilitation skill sets and receive feedback at the end of the event
- Receive a copy of our facilitation guide with tips on being a good facilitator

Commitment Level

- Once-off event

Contact Person

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