



**INTERNATIONAL
CHRISTIAN
SCHOOL**

EXCELLENCE FOR LIFE. ANCHORED IN CHRIST.

SERVICE LEARNING COORDINATOR

As the **Service Learning Coordinator** at the International Christian School in Hong Kong, you will be joining a team of seasoned and dynamic Christian professionals who will welcome your skills and knowledge to support the Dean of Student Life by providing management of educational programs, events, and support to service learning activities.

[APPLY ONLINE >](#)

WHAT YOU WILL DO

- Lead and promote schoolwide service learning initiatives across K-12.
- Manage major service programs such as Week Without Walls and the Make A Difference Program, including logistics, communications, and partner coordination.
- Support and supervise student engagement in service clubs, co-curricular service activities, and schoolwide service events.
- Develop and maintain partnerships with local, international, and Greater Bay Area NGOs and organizations.
- Assist faculty in integrating service learning into the curriculum and provide logistical and supervisory support.
- Manage communications and contribute service-related content for school publications.
- Oversee the planning and operation of the Summer Program, including staffing, vendor partnerships, budgeting, facilities use, compliance, and enrolment.
- Provide administrative support to the Service Learning Team, including liaising with HR/ Accounting/ IT and contributing to budgeting and team goals.

WE'RE LOOKING FOR SOMEONE WITH

- Minimum 5 years of experience in education, administration, community service, event/recreational management, or related fields; experience in working with youth in schools or NGOs preferred.

- University degree in any discipline; qualifications in education, event, recreational, or project management are an advantage.
- Strong knowledge of service learning and after-school program operations.
- Demonstrated problem-solving ability, initiative, independence, and organizational skills.
- Excellent communication skills and professional stakeholder management.
- Experience with social media platforms and creative software (e.g., Photoshop) is an advantage.
- Fluency in English and Chinese (Cantonese/Mandarin).
- Proficient in MS Office and Google Suite; able to work outside normal hours to support student events.

WHAT WE OFFER

We offer a 5-day work week and an attractive remuneration package, commensurate with the candidate's qualifications and experience. As part of the ICS Community, you will have the opportunity to work with colleagues and students of diverse cultural backgrounds. We provide resources and support to teachers and support staff with professional development for their career progression. We have a supportive and engaging working environment marked by a distinctive Christian ethos.

TO APPLY

Join us by submitting an online application with your resume and salary expectations.

We are committed to providing a secure environment safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo thorough background checks and child protection screening.

All personal data collected will be kept in strict confidence and will only be used for recruitment purposes.

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ABOUT ICS

ICS is a Christ-centered K-12 school dedicated to the spiritual formation and academic excellence of our 1,100 students. As one of Hong Kong's premiere college preparatories, we offer a classical US Liberal Arts curriculum encouraging a love of truth, beauty and goodness. Students are formed as **'Oaks of Righteousness'** to serve God and neighbor in their generation.