



**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 expertise to advance schoolwide service learning, build meaningful community partnerships, and support experiential learning opportunities that help students grow as compassionate and engaged servant leaders. You will support the Dean of Student Life through the leadership and administration of service learning programs, strategic partnerships, and summer campus initiatives.

APPLY ONLINE >

WHAT YOU WILL DO

- Lead and promote schoolwide service learning initiatives across K-12.
- Manage and oversee the Week Without Walls (WWW) program, including partner relationships, communications, registration, logistics, faculty support, and program evaluation.
- Lead the Make A Difference (MAD) Program for Grades 9-12, including opportunity development, advisor support, student engagement, supervision, and program administration.
- Support and supervise student participation in service clubs, co-curricular service activities, and schoolwide service events.
- Develop and maintain relationships with mission-aligned NGOs, churches, community organizations, and service-learning partners in Hong Kong and beyond.
- Partner with faculty to integrate service learning into curriculum and experiential learning opportunities across all divisions.
- Manage communications and contribute service-learning content for school publications and community engagement.
- Serve as the primary liaison for summer campus partners, coordinating facility use and logistics with external organizations and internal stakeholders, including Facilities Management and JLL.
- Provide administrative support for service learning initiatives, including budgeting, reporting, stakeholder communications, and cross-functional coordination.

WE'RE LOOKING FOR SOMEONE WITH

- Minimum 5 years of experience in education, community engagement, administration, event management, youth development, or related fields; school or NGO experience preferred.

- University degree in any discipline; qualifications in education, project management, event management, or related fields are an advantage.
- Strong understanding of service learning, experiential education, and student development.
- Knowledge of Hong Kong NGOs, charities, churches, and community organizations.
- Strong project management, organizational, and stakeholder relationship-building skills.
- Ability to collaborate effectively with faculty and leadership to support curriculum-integrated service learning.
- Excellent communication, presentation, and problem-solving skills with a proactive approach to work.
- 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 Workspace; willing to work occasional evenings and weekends to support programs and 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.

[APPLY ONLINE >](#)

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.