

## COMMUNITY ENGAGEMENT COORDINATOR

Acts as a key liaison between UWC CSC and the local Changshu/Suzhou and wider community to support place-based education, service learning, and logistical coordination of off-campus learning. The role also includes coordination of school wide community events, student-initiated community events and project weeks.

### DIRECT REPORTS

The Community Engagement Coordinator reports to the Dean of Experiential Learning & Outdoor Education.

### MAIN DUTIES AND RESPONSIBILITIES

The Community Engagement Coordinator role includes, but is not limited to, the following responsibilities:

- Planning and coordination with focus on educational quality and logistics of community events and project weeks;
- Develop and maintain relationships with local NGOs, schools, partners, guest speakers, sub-contractors, and service sites, developing collaboration;
- Coordinate student logistics (transport, permissions, translation support);
- Facilitate intercultural learning and connection to Chinese culture;
- Ensure equity of access to off-campus learning opportunities;
- Support Mandarin-English translation and stakeholder communication;
- Assist in organizing local cultural immersion activities and field trips;
- Support the CAS Coordinator in reviewing student CAS portfolios;

### DEMANDS OF THE POSITION

- A university degree;
- Experience working in a school setting is desirable;
- Strong local knowledge and fluency in Mandarin and English;
- Experience working in community engagement or service learning;
- Culturally competent and adept at intercultural facilitation;
- Excellent organizational and communication skills;

### SAFEGUARDING STATEMENT

UWC Changshu is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

### INCLUSION STATEMENT

UWC Changshu is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, national origin, age or disability.