

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: PROJECT SPECIALIST
SALARY SCALE: SUPPORT STAFF SALARY SCALE
CONTRACT DAYS: FULL YEAR

POSITION SUMMARY

We are seeking a detail-oriented and highly organized Project Specialist to join our Community Outreach Office. As our Immersion programs transition from concept to implementation, this role will be essential in managing logistics and enhancing student experiences. The ideal candidate will possess a strong background in Project Management, Event Coordination, Learning and Development, with a focus on collaboration across diverse industries and professions.

SUPERVISED, EVALUATED BY & REPORTS TO:

Director of Partnership

QUALIFICATIONS:

- ▶ Bachelor's degree in Liberal Arts, Communications, Marketing, Hospitality Management, Public Affairs, Human Resources Management, Public Service, or a related field in Social Impact.
- ▶ over 4 years of relevant work experience in corporate HR functions (TA, TM, or L&D), early talent program development, or campus relations experience is highly preferred. However, we would consider highly passionate candidates from other background.
- ▶ Proven experience in planning, follow through, and executing successful events.
- ▶ Strong project management skills with attention to detail and organizational abilities.
- ▶ Ability to collaborate effectively across diverse industries and professions.
- ▶ People person with excellent written and verbal communication skills.
- ▶ Creative thinker who is passionate about youth development and career exploration.
- ▶ Fully bilingual in English and Chinese is required.
- ▶ School experience is preferred (not required), however, corporate experience is a must.
- ▶ Enjoy learning, networking, and digitally savvy is highly preferred.

PERFORMANCE RESPONSIBILITIES:

- ▶ **Program Management:** Oversee the program calendar to ensure operational alignment with strategic goals.

SHANGHAI AMERICAN SCHOOL

- ▶ **Logistics and Event Support:** Plan and execute events that promote student engagement and partnership development. Assist with various logistical tasks and serve as a chaperone for student events when necessary.
- ▶ **Training Coordination:** Organize and facilitate student training sessions, including CV workshops, interview skills trainings and more.
- ▶ **Data Collection & Analysis:** Conduct research, regular data collection, and analysis to inform program development and improvement.
- ▶ **Communication Materials:** Prepare presentations, reports, promotions, and other communication materials for stakeholders and partners.
- ▶ **Stakeholder Management:** Handle inquiries and support relationships management of various stakeholders (such as corporate partners, students, parents, and teachers etc.).
- ▶ **Internal Coordination:** Assist with internal process management and coordination to ensure smooth operation of programs.
- ▶ Other duties as assigned.

SAS BELIEVES:

- ▶ That each Employee makes a significant contribution to our success
- ▶ That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualification and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his /her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.

SHANGHAI AMERICAN SCHOOL

- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.