



Job Opening

School Consultation Assistant Manager / Officer

Full-Time, 2-year contract (with potential to renew)

Main Purpose of the Position

The School Consultation Assistant Manager / Officer in the School Partnership Department is a key member of JUST FEEL. This role is responsible for moderating among various school stakeholders and providing effective solutions to cultivate a *Compassionate School Culture* in partner schools under the **JUST FEEL Compassionate School Programme (CSP)**.

The position also involves assisting in workshops, organizing school-based events, and empowering teachers and parents.

Roles & Responsibilities

Culture Change Management

- Communicate and collaborate regularly with school decision-makers, influencers, and administrators to collect and analyze data on program outcomes, student assessments, and participant feedback to assess program effectiveness.
- Work with subject matter experts and instructional designers to develop and customize program curricula, materials, and resources that align with educational standards, learning objectives, and the specific needs of partner schools.
- Oversee the integration of innovative instructional methodologies, practical tools, and pedagogical best practices into program design.
- Compile and share best practices and case studies as resource materials for the teacher community to leverage across different schools.
- Research educational trends, challenges, and the needs of partner schools to identify areas for improvement and propose holistic solutions for the school community.

- Provide ongoing support and professional development opportunities to educators and parents, including workshops, webinars, and resources.

Teacher Community Building

- Build and maintain strong relationships with school partners, teachers, and other stakeholders to ensure effective program implementation and ongoing support.
 - Identify training and capacity-building needs within the community and develop appropriate programs to address them.
 - Provide support, resources, and empowerment to community members, leaders, and organizations to enhance their skills, knowledge, and capacity to drive social-emotional learning development in Hong Kong.
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Personal Attribute Keywords (For reference only)

- Considerate
 - Curious
 - Strategic
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Requirements

- Organized and able to manage a complex schedule across our school partners.
 - Passionate about system change, education, and children's mental health.
 - Experience and skills in leadership, lobbying, and facilitation are essential.
 - A great team player with excellent interpersonal skills and the ability to work well with multiple stakeholders.
 - Teaching experience in primary and/or secondary schools is preferred.
 - Proficient in written and spoken English and Chinese.
 - Experience in Compassionate Communication is a plus but not a prerequisite.
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About JUST FEEL

The co-founders have witnessed the difficulties many students in Hong Kong face in expressing their feelings and needs. At JUST FEEL, we believe that **"Compassionate**

Communication” and **“Social-Emotional Learning”** are key for the next generation in Hong Kong to be emotionally healthy.

JUST FEEL is the first registered charitable organization to systematically promote *Compassionate Communication* and *Social-Emotional Learning* to mainstream schools through a whole-school approach in Hong Kong. With our motto,

“Connection Before Solution,”

JUST FEEL is dedicated to transforming the communication culture in schools and families, empowering educators and parents to nurture the emotional well-being of children.

Since its establishment in 2018, JUST FEEL has:

- Worked with **40+ partner schools**
 - Served **37,300+ students**
 - Trained **7,800+ teachers**
 - Impacted **51,300+ parents**
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Application Method

Interested individuals are kindly requested to submit:

- Full resume
- Cover letter
- Current and expected salary
- Availability

to **hr@justfeel.hk** on or before **4 July 2025**.

All information provided will be treated in strict confidence and used solely for recruitment purposes.