



## ROBERT COLLEGE

ISTANBUL, TURKEY

### **ROBERT COLLEGE is seeking a full-time HEAD for the COMMUNITY INVOLVEMENT PROGRAM (CIP)**

#### **Overview**

The Head of Community Involvement Projects is responsible for designing, leading, and growing initiatives that connect students with meaningful service and civic engagement opportunities. Works directly with school leadership, local organizations, and students to foster a culture of community responsibility, empathy, and action.

#### **Key Responsibilities**

- Develop and implement school-wide community involvement programs
- Build partnerships with local nonprofits, civic groups, and businesses
- Guide students and faculty in planning service-learning projects
- Coordinate volunteer events, fundraising drives, and community campaigns
- Track participation and measure impact on students and the community
- Promote initiatives through social media and school events

#### **Candidates should have:**

- A background in professional and/or volunteer experience preferably in education or NGOs
- Demonstrated professional and personal integrity with strong leadership and communication skills in English and Turkish
- Minimum 5+ years of experience working with young people and diverse communities
- Creativity, initiative, and a collaborative mindset with strong organizational, problem solving and planning skills
- Excellent management skills with particular ability to multi-task, prioritize work and delegate
- Willingness & ability to work flexible work schedule, including occasional events & select weekends and school holidays
- Bachelor's degree required; Master's preferred

Interested applicants who meet the qualifications may complete the online ***application form for non-academic positions*** and send it to [rchr@robcok.k12.tr](mailto:rchr@robcok.k12.tr) by June 23, 2025 including the contact details for at least three professional references.

***\*Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***