



Students & Staff Service Coordinator

Founded in 2005, Journeys Within Our Community (JWOC) is a non-profit organization based in Siem Reap, Cambodia, working in partnership with Cambodian youth to support their education, employment, and community development.

As JWOC continues to grow, we are strengthening our commitment to the wellbeing and support of both students and staff. We are looking for a passionate and committed individual to join our team as a **Students & Staff Service Coordinator**, a role dedicated to leading wellbeing initiatives, counselling and mentoring support, referral partnerships, and activities that promote a positive, supportive, and engaged JWOC community.

Location: Siem Reap city

Schedule: Fulltime including Sunday (Day off: Friday-Saturday)

Starting salary: \$600-\$700 USD (based on experience)

Nationality: Cambodian only

Key Responsibilities

1. Develop annual plans, KPIs, budgets, and work plans for staff and student wellbeing.
2. Build and maintain partnerships with external organizations and service providers to enhance student and staff support.
3. Promote a positive work environment and staff wellbeing through workshops, counselling, mentoring, and team-building activities.
4. Assess student needs, recommend appropriate support, and ensure timely follow-up in collaboration with the JWOC program team.
5. Recruit, coordinate, and support alumni mentors, including training, coaching, and recognition initiatives.
6. Maintain accurate and confidential case management tools for students and staff.
7. Provide administrative support related to wellbeing programs, reporting, and organizational initiatives.

Qualifications:

- Bachelor's degree or higher, preferably in Psychology, Social Work, or a related field
- Minimum of 3 years of experience in social work, counselling, or mentoring
- At least 2 years of experience in management or leadership roles
- Strong communication, critical-thinking, and problem-solving skills with an outgoing and empathetic personality
- Excellent organizational, time-management, and attention-to-detail skills



- Ability to travel and work with local communities and service providers, including long-distance trips
- Proficient in written and spoken English and Khmer
- Computer literate, with proficiency in Microsoft Office and online collaboration tools
- Availability to work on Sundays

Benefits: 18 days of annual holiday leave, training budget, health Insurance, interest free Masters' degree-loan, supportive working environment and the opportunity to grow professionally and more.

How to apply: All applicants can submit your CV (2 pages only) & Cover letter through email: info@jwoc.info or drop a hard copy of your application at JWOC office during working hours. For further information contact: 081490039

Note: We will review your application as soon as we received them, so early application is encouraged. We do not employ any staff whose background is not aligned to our Child & Youth Protection Policy.

Closing date: January 25th 2026

***Only shortlisted candidates will be contacted for interview.