

Job Opening: Corporate Social Responsibility (CSR) Specialist

Role Purpose

We are seeking a passionate and experienced CSR Specialist to lead and support the development, implementation, and monitoring of our Corporate Social Responsibility (CSR) initiatives. The successful candidate will play a key role in driving community engagement and sustainability through tennis and pickleball programs, while helping strengthen our Association's social impact.

Key Responsibilities

- Develop and execute CSR strategies, community outreach programs, and social impact initiatives aligned with the Association's mission.
- Design, coordinate, and evaluate tennis and pickleball programs for:
 - Juniors and youth development
 - Seniors and active ageing initiatives
 - Individuals from diverse and underserved communities
- Coordinate cross-functional initiatives with various operational teams across the Association.
- Build and maintain partnerships with schools, NGOs, community centres and corporate enterprises.
- Organize fundraising events, community events, volunteer programs, sports festivals, and participation campaigns.
- Monitor program outcomes, collect impact data, and prepare reports for management, CSR committee, funding partners and other stakeholders.
- Support ESG and sustainability initiatives, including impact measurement and reporting.
- Manage stakeholder engagement and maintain strong relationships with funding partners and community organizations.
- Promote diversity, equity, inclusion, and accessibility through sports participation initiatives.

Skills & Competencies

- Bachelor's degree in Business, Sustainability, Communications, Social Sciences, Sports Management, or a related discipline.
- Minimum 3 years of relevant CSR, ESG, sustainability, community engagement, or related experience.
- Strong project management and stakeholder management skills.
- Excellent written and verbal communication skills in English and Chinese.
- Self-motivated, organized, and able to manage multiple projects simultaneously.
- Experience working with membership-based organizations, clubs, associations, or sports organizations is an advantage.
- Knowledge of tennis and/or the broader sports industry is highly desirable.
- Experience in ESG reporting frameworks and sustainability initiatives is an advantage.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before 20 September 2026. Please indicate on the subject of the email "Application for CSR Specialist".

Applicants who are not invited for interview within three months may consider their applications unsuccessful. All applications will be treated in the strictest confidence. Personal Data provided by appointees will be used strictly for recruitment and other employment-related purposes only.