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Full-time Job Opportunity (1- year contract)

Schools Program Coordinator

North Shore Restorative Justice Society (NSRJS) is a non-profit society that seeks to develop, promote, and provide restorative approaches to prevent and heal harm caused by conflict and crime. We are looking to hire a full-time Schools Program Coordinator on a one-year contract. This job has the possibility of continuing, depending on funding. As our Schools Program Coordinator, you will be responsible for overseeing all school projects, acting as a liaison between schools and NSRJS, and facilitating restorative circles. You will also provide facilitation support to the Restorative Response Program Manager.

North Shore Restorative Justice Society seeks to continue supporting the long-term practice, sustainability and development of restorative approaches. The Schools Program Coordinator will promote the awareness of how restorative approaches in schools can foster responsible citizenship, nurture the diverse communities, and prevent and heal harm caused by conflict and crime. The Schools Program Coordinator will be responsible for working with teachers, administration, parents, support staff and students to develop a system of integrated restorative skills, practices and processes with the long term goal of building restorative cultures in each partner school.

Key Responsibilities

Schools Program:

- Building and maintaining relationships with the school district and partner schools in North and West Vancouver
- Reporting the Schools Program Manager and keeping her informed of the day to day operations
- Initiating and facilitating dialogues on a range of topics including: self-esteem, bullying, social media, healthy communication, and youth rights
- Coordinating and supporting volunteers working within the Schools program
- Attending various inter-agency meetings as needed
- Acting as a liaison between schools on the North Shore and NSRJS
- Attending to administrative duties as required
- Represent the organization at community and volunteer appreciation events and participation in community tables deemed appropriate;
- Sit on NSRJS committees and attend Board meetings as needed;

- Working with other staff, develop, promote and facilitate Community Dialogue and Speak Out events as well as various fundraising opportunities throughout the year;
- Help promote the work of NSRJS through various social media outlets

Restorative Response Program:

- Upon the completion of Facilitation training (if not previously completed), facilitate Restorative Justice processes for the Restorative Response Program. Including, but not limited to, schedule meetings, facilitate cases, maintain case notes and appropriate documentation.
- Support the Restorative Response Program Manager with other administrative duties associated with the Restorative Response Program, such as ongoing file management, policy development and researching appropriate resources for Restorative Response program participants.

Skills

- Understanding of and experience in the philosophy of Restorative Justice
- Strong organization and time management skills
- Strong net-working and relationship-building skills: must have the ability to work cooperatively with staff, volunteers and other community agencies and organizations
- Self-directed and comfortable working in a team
- Ability to keep detailed records and complete reports
- Awareness of issues facing children and youth today
- Flexibility in hours, some work weeks may require evenings and weekends
- Second language is an asset
- Excellent communication skills
- Experience with Restorative Justice facilitation and case management
- Basic knowledge of the criminal justice system and pre charge/diversion processes

Requirements

- Bachelors Degree or Diploma in Criminology, Social Work or related field
- Experience working with children and youth
- Commitment to Restorative Justice values, principles and practices
- Experience and success in collaboration and teamwork
- Demonstrated success with program coordination and event planning
- Knowledge and understanding of current social issues, particularly those facing youth and those with multiple barriers
- Use of your own vehicle
- The flexibility required to work occasional evenings and weekends

Assets

- Group facilitation experience in circle process
- Experience working or volunteering in Restorative Justice
- Training and experience with Restorative Justice
- Familiarity with community services and resources on the North Shore
- Additional languages to English (fluency in Farsi, Korean or Mandarin would be considered an asset)
- Experience facilitating programs in a school environment

Use of your own vehicle is required. All applicants must be able to pass both a **criminal record check** and an **enhanced reliability clearance**.

If you have the above mentioned qualifications please submit a cover letter and your cover letter and resume to lindy@nsrj.ca by **4pm on June 23rd, 2016**. We welcome and appreciate applications from all who are qualified and interested. **No phone calls please**. Due to the expected interest, NSRJS will be contacting only those who will be invited for an interview.

North Shore Restorative Justice Society is an equal opportunity employer and we encourage the application of all qualified applicants.