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Job Posting

Restorative Justice in Education Initiative Program Manager

Full-time position (35 hours per week)

One-year Contract – Parental Leave Replacement

The North Shore Restorative Justice Society (NSRJS) is a charitable non-profit society that seeks to develop, provide, and promote restorative approaches to conflict and harm in our schools and our community. We are looking for a full-time Restorative Justice in Education Initiative Program Manager with exceptional program management skills and proven ability to meet the needs of diverse populations.

The Restorative Justice in Education Initiative (RJEI) Program Manager is responsible for overseeing the day-to-day operations and service delivery of RJEI including weekly Circles, professional development sessions, both in-school and community-based Justice Lab cohorts which include peer mediation training and development, the Justice Lab Speaker Series, and the Justice Lab Youth Action Council. The Restorative Justice in Education Initiative Program Manager works collaboratively with the NSRJS Executive Director, RJEI Coordinator and Facilitators, as well as other NSRJS program staff, North and West Vancouver School Districts, other youth organizations, volunteer facilitators, and community stakeholders to provide leadership in achieving the initiatives' objectives in serving our North Shore communities, specifically its younger population. This position reports to the Executive Director.

Primary Responsibilities:

Working closely with the Executive Director and in collaboration with RJEI staff, the Program Manager will be responsible for:

Initiatives Development, Delivery & Management:

- Conduct and manage all aspects of the Circles in Schools program, and the Justice Lab Initiatives (including the School (in-school) and Youth (summer cohort) Justice Labs, Youth Justice Lab Speaker Series, Speak Outs, and oversight of the Youth Action Council) and delivery including the initiatives' needs-assessment, design, development, and evaluation, as well as the day-to-day supervision of stakeholder relations;
- Develop RJEI initiatives goals, objectives, and strategies that are aligned with NSRJS's strategic plan;
- Responsible for all aspects of Program Management including hiring, orientation, scheduling, and supervision of RJEI staff including annual staff evaluations in the provision and effectiveness of all initiatives;
- Ability to support program needs as they arrive including facilitation of professional development sessions for educators, Circles in Schools, and Justice Labs;
- Conduct RJEI initiatives reviews ensuring compliance with NSRJS policies and guidelines;
- Draft RJEI initiatives' reports ensuring compliance with NSRJS program policies and guidelines;
- Participate in grant writing alongside the Executive Director to continue building on the financial sustainability of RJEI initiatives;
- Oversee stakeholder relations including School District staff, administrators, teachers, Indigenous Nations, professional associations, and youth-serving organizations on the North Shore;
- Attend and support one NSRJS committee which includes following up on committee decisions and actions items;
- Ensure that program materials reflect current theory, cultural safety and relevance, use of appropriate educational technologies, best practices, and latest in skills development; and
- Draft and edit practices, procedures, and processes, long-term objectives, and initiative-specific material including professional development training for a variety of stakeholders.

The successful candidate for this position has:

- Familiarity with restorative processes and the principles and values of restorative justice;
- Strong background and commitment to anti-oppression, anti-racism, and/or decolonization;
- Strong capacity to deliver quality services and values-led programming;

- Demonstrated abilities in program management, building healthy teams, and administration;
- Ability to work independently and be proactive in foreseeing the needs of the initiatives as they arise and addressing them adequately;
- Being flexible and adaptable to change;
- Capacity to use a creative approach to problem-solving; and
- Proven success in creating strong school-based and community-based partnerships and relations.

The Restorative Justice in Education Initiative Program Manager will bring experience and vision to our organization in the following ways:

- Ensure that the Restorative Justice in Education Initiative and activities operate and are aligned with the policies and procedures of the organization and broader legislation;
- Represent the organization at community events and participation in community tables deemed appropriate;
- Work with the Executive Director to develop collaborative strategic partnerships that are aligned with, and strengthen, the values and vision of the Restorative Justice in Education Initiative; and
- Sit on committees and attend Board meetings as needed.

Requirements

- Experience working with children and youth, preferably in a school environment;
- Demonstrated success with project or program management;
- Commitment to Restorative Justice values, principles, and practices;
- Experience and success in collaboration and teamwork;
- Knowledge and understanding of current social issues, particularly those facing youth and those with multiple barriers; and
- The flexibility required to work occasional evenings and weekends.

Assets

- Bachelor's Degree or Diploma in Criminology, Social Work, Educational Psychology, Psychology or related field
- Training and experience in Restorative Justice
- Group facilitation experience in the Circle or dialogue process
- Familiarity with community services and resources on the North Shore
- Knowledge of child/youth development and key aspects of social-emotional learning

- Additional languages to English (fluency in Farsi, Korean, or Mandarin would be considered an asset)

Terms of employment for this position include the following considerations:

- Start date: Monday, October 25, 2021
- Salary (\$28-\$30/hour depending on skills and experience)
- Access to an extended health benefits package
- A 1-year full-time (35hr/week) contract

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 your cover letter and resume to Anne-Marie Parent, Program Manager of the Restorative Justice in Education Initiative (RJEI) at annemarie@nsrj.ca by **Tuesday, September 21st, at 4 pm**. 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.

NSRJS is an equal opportunity employer and is committed to building an inclusive and equitable working environment. We encourage applications from all genders, Indigenous and racialized peoples, and persons with disabilities.

NSRJS honours the Elders and Knowledge Holders, past, present and future, and acknowledge with gratitude that our work takes place in communities situated on the traditional, ancestral and unceded territories of the x^wməθk^wəyəm (Musqueam), Skwxwú7mesh Uxwumixw (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) First Nations.