

JOB DESCRIPTION FOR LILLOOET RESTORATIVE JUSTICE PROGRAM COORDINATOR

October 21, 2019

Title: Lillooet Restorative Justice Program Coordinator

Reports to: Lillooet Learning Communities Society (Lillooet Learns) Board of Directors

Hours: 11.5-12.5 hrs/week

Rate of pay: 23.00- 25.00/hr

Lillooet Restorative Justice is looking for a Program Coordinator. **Whether you are new to the field and looking for an opportunity to build your skills, or more experienced, we look forward to hearing from you.** The Program Coordinator is responsible for restorative justice casework; volunteer recruitment, program support and management; community outreach; grant writing/reporting; and various administrative duties. This job requires superior time management and problem solving skills. It is a part time position, under the direction of the Lillooet Learns Board of Directors. This job is a challenge, and an opportunity to have a meaningful impact.

The core duties include responsibility for:

Casework

- Receive and manage referrals from community partners
- Conduct intakes, assess appropriateness of referrals, and set up caseworker teams
- Oversee completion of files, mentoring casework volunteers as challenges arise
- Provide updates to referral sources throughout
- Complete final paperwork upon file completion

Volunteer Management

- Oversee recruitment, intake, selection and ongoing supervision and support of volunteers
- Coordinate advanced trainings and volunteer appreciation events
- Assess and address the needs of volunteers serving the organization
- Develop and update regularly the volunteer management strategy

Program Administration

- Liaising with referring agencies (RCMP, STP, DFO, etc.) and community partners (SD74, St'át'imc Restorative Justice, Victim Assistance Program, etc.)
- Conduct general office administration duties, including stocking volunteer kits, ordering office supplies, doing bank deposits, etc.
- Manage LRJPs email accounts
- Conduct event planning, such as the AGM, public education, fundraisers, etc.
- Coordinate grant seeking, writing, and reporting
- Maintain the mail distribution lists and send out regular communications to volunteers and the public
- Maintain membership lists, including processing membership fee payments and providing receipts

Additional hours may be added, depending on grants and other funding sources.

The successful candidate will have the following skills and abilities:

Essential:

- 1 – 3 years administrative experience and some post-secondary education, or an equivalent combination of skills and experience
- Knowledge of and commitment to Restorative practices, willingness to engage in ongoing training
- Demonstrated ability to work independently and with limited supervision
- Experience working with volunteers and a Board of Directors
- Demonstrated cultural awareness and sensitivity, ability to work effectively in diverse cultural settings, specifically in First Nations communities
- Extensive experience with using computers for all administrative functions, comfortable using a Mac
- Ability to obtain and pass a criminal records check
- Available to work flexible hours, including evenings and weekends
- Valid Drivers License

Highly Desirable

- Experience and training in Restorative practices
- Knowledge and experience of St'át'imc culture, history and communities
- Experience writing and managing grants
- Experience in marketing
- Experience in program development
- Knowledge and/or experience in working with government funding agencies, the law enforcement community and/or the justice system
- Experience supervising staff and/or volunteers

Please send CV, and a cover letter including a few words describing what restorative justice means to you to:

Lillooet Learns
PO Box 853
Lillooet, BC, V0K 1V0

or by email at Toby Mueller's email: ybotty@gmail.com

Only short listed candidates will be contacted.

Closing date: November 2, 2019