



## **Kootenay Restorative Justice is hiring a Part-Time Coordinator.**

### **KRJ Coordinator Job Description:**

#### **About us:**

Kootenay Restorative Justice (KRJ), in partnership with WE Graham Community Services Society (WEGCSS), provides restorative justice services for the Central Kootenays. Our goal is to offer processes for the community, victims of crime, and offenders to repair the harm caused by crime. KRJ strives to provide service to ultimately decrease incidents of crime, increase public safety and provide closure for victims and their loved ones.

#### **The Job:**

KRJ is looking for a dynamic, organized and highly self-motivated individual to join our team as a Coordinator for the KRJ program. The ideal candidate will have experience in grant writing, communications for website and social media, marketing non-profit programs, and a background in social work and volunteer management. The Coordinator position is a 1 year contract based on 10 hours per week at \$30 per hour. Additional hours will be required for events and meetings. This position is remote and based in the contractor's home office, with a phone subsidy provided by WEGCSS. The contractor will need to be available for occasional travel for meetings and volunteer trainings throughout the year. The position reports to the Executive Director of WEGCSS and the Chair of the KRJ Steering Committee.

#### **Responsibilities:**

##### **1. Marketing and Community Outreach**

- Correspondence and liaison with referral agencies (RCMP and community organizations), community partners, and other government officials.
- Grant Writing to ensure annual program budget needs are achieved.
- Promote KRJ in community, through events such as RJ Week, and through social media and website.

##### **2. Program Administration.**

- Manage RCMP referred case files, assigning volunteer facilitators to cases, and providing oversight for restorative justice forum processes and case file completion.

- Coordinate training sessions for KRJ volunteers with certified Facilitators to provide community justice forms.
- Organize personal files of volunteers (Confidentiality oath, Criminal Record check, etc.)
- Organize and maintain program documents and procedures as per WEGCSS guidelines. Provide stats and program outcomes to WEGCSS.
- Data collection and reporting to external partners to fulfill funding agreements.
- Coordinate agenda and meeting minutes for monthly steering committee meetings for members.
- Attend monthly WEGCSS Board meetings to report on KRJ program outcomes and activities.
- Provide supervision and support for the KRJ Program Assistant.

### **3. Policy and Procedure Development and Oversight.**

- Develop and update program policy and procedure with guidance from the KRJ Steering Committee and WEGCSS.
- Support the KRJ Steering Committee to develop annual training and resources for volunteer Facilitators.
- Report on policies and provide annual reports to WEGCSS Board.

#### **Qualifications:**

- Undergraduate degree, or equivalent in work experience, that relates to program administration.
- Excellent writing and communication skills.
- Home office with internet and phone access.
- An interest and/or knowledge in restorative justice is essential.
- Background in social work or human services is an asset.
- Transportation, Class 5 driver's licence
- Must have proof of current criminal record check, including working with vulnerable sectors.

COVID-19 considerations: WEGCSS has a COVID-19 safety plan that aligns with WorkSafeBC that all program adhere to when delivering services.

This position will begin as soon as possible, and interviews will be done via Zoom. Interested applicants should send their resume and cover letter to [coordinator@kootenayrj.ca](mailto:coordinator@kootenayrj.ca) by Friday, February 4<sup>th</sup>, 2022.