Program Coordinator –
Youth and Adult Restorative Justice Court Diversion Program and Pre-Sentencing

LCCJ (Local Community Justice) is seeking a diligent and dedicated Program Coordinator for our dynamic Youth and Adult Restorative Justice Court Diversion Program. This is a permanent part-time role (30 hours per week), with an additional temporary 5.5 hours a week until December 31st, 2026. This requires an individual committed to ensuring the smooth execution of community justice forums while supporting the Executive Director in administrative functions.

Key Responsibilities:

1. Case Intake and Management: Work with the Police, Crown Attorneys and other community partners to manage the case. Handle referrals, conduct interviews, review referral practices, liaise with stakeholders, ensure forum compliance, deliver forums, supervise, and manage file closure procedures.
2. Facilitator Training and Support: Assist with the recruitment, screening and training of volunteer facilitators and maintain records, attend meetings, evaluate training needs, and provide ongoing mentorship and support. Coordinate monthly facilitator meetings and volunteer appreciation events.
3. Board and Executive Support: Attend Board meetings as required, furnish necessary documentation, provide updates, and address concerns or challenges promptly.
4. Records Administration: Maintain confidentiality and manage all records, both electronic and paper, ensuring compliance with documentation practices.
5. Office Administration: Represent the organization professionally, assist with outreach, external communications, and event coordination. Manage Zoom forums and related recordings.
6. Miscellaneous Tasks: Perform additional duties as directed by the Executive Director.

Qualifications:

1. **Education:** A bachelor's degree or diploma with equivalent experience in criminal justice, social work, social service work, psychology, sociology, or a related field is preferred.
2. **Certifications/Training:** While not always required, certifications or training in restorative justice, mediation, conflict resolution, or related fields can enhance qualifications.
3. **Experience:** Previous experience in program coordination, case management, or working within the criminal justice system is valuable. Familiarity with restorative justice principles, conflict resolution, mediation, or community-based programs.
4. **Skills:**
    - Strong organizational abilities and attention to detail.

- Excellent communication and interpersonal skills for working with diverse stakeholders including clients, volunteers, law enforcement, and legal professionals.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in Microsoft office 365, office administration, record-keeping, and data management.
- Problem-solving skills and the ability to navigate complex situations.
- Trauma informed/responsive
- Flexibility to adapt to varying work schedules and environments.
- Volunteer management experience.

5. **Knowledge:** Understanding of restorative justice practices, principles, and its application in community settings is an asset. Knowledge of relevant laws and regulations pertaining to the justice system can be beneficial.
6. **Characteristics:** Empathy, cultural sensitivity, patience, and a commitment to the values of restorative practice, which include accountability, healing, and community involvement.
   - Strong organizational and communication skills.
   - Ability to maintain confidentiality and manage records effectively with attention to detail and documentation.
   - Proficiency in office administration including all Microsoft Office 365 applications, data entry experience.
   - Familiarity with restorative justice principles is advantageous.
   - Trauma informed training is an asset

Remuneration:

- $26.50 per hour based on experience
- 30 hours per week with 3 weeks of starting holidays
- 50% coverage of cell phone expenses

Work Arrangement: This role primarily operates from the office setting from Monday to Thursday, with occasional remote work from home or within the community as needed. Flexibility is essential, as the nature of the role may require evening, weekend, or off-office hours for forum delivery or client and volunteer communication. Coordination of schedules will be in collaboration with the Executive Director, staff, and volunteers.

If you are passionate about community justice and possess the required skills, please submit your resume and cover letter to Joellen McHard, executivedirector@commjustice.org
LCCJ is an equal opportunity employer. We encourage individuals from diverse backgrounds to apply.