



147 East 14<sup>th</sup> Street, North Vancouver, B.C. V7L 2N4  
Tel: (604) 969-7462    [www.nsrj.ca](http://www.nsrj.ca)  
Email: [info@nsrj.ca](mailto:info@nsrj.ca)

### **Job Posting**

#### **Restorative Justice in Education Initiatives Coordinator**

**Full-time position (35 hours per week)**

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 crime in our schools and our community. We are looking for a full-time Restorative Justice in Education Initiatives Coordinator with exceptional program coordination skills and proven ability facilitating to diverse populations.

The Restorative Justice in Education Initiatives (RJEI) Coordinator is responsible for overseeing the day-to-day operations and service delivery of RJEI including weekly Circles, both in-school and community-based Justice Lab cohorts which include the peer mediation training and development, the Justice Lab Speaker Series, and the Justice Lab Youth Council. The Restorative Justice in Education Initiatives Coordinator works collaboratively with the Restorative Justice in Education Initiative Program Manager, NSRJS Executive Director, 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 RJEI Program Manager.

#### *Primary Responsibilities:*

Working closely with the RJEI Program Manager and in collaboration with program staff, the Restorative Justice in Education Initiatives Coordinator will be responsible for:

#### *Initiatives Development, Delivery & Coordination:*

- Conduct and coordinate all aspects of the Justice Lab Initiatives (including facilitation of the School (in-school) and Youth (summer cohort) Justice Labs, Youth Justice Lab Speaker Series, Speak Outs, and oversight of the Youth Advisory Council) and delivery

including the initiatives needs-assessment, design, development, and evaluation, as well as the day-to-day supervision of stakeholder relations;

- Facilitation of professional development sessions for educators;
- Facilitation of weekly Circles programming;
- Facilitate the Justice Lab Initiatives in classroom, online, and community settings;
- Be a liaison to guest speakers, mentors, teachers, youth participants, and students;
- Support the RJEI Program Manager to develop initiatives goals, objectives, and strategies that are aligned with NSRJS's strategic plan;
- Draft Justice Lab initiatives reports ensuring compliance with NSRJS program policies and guidelines;
- As needed, support the RJEI Program Manager to oversee stakeholder relations including teachers, Indigenous Nations, and 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
- Participates in the drafting and editing of procedures and processes, long-term objectives, and initiative-specific material including professional development training for youth peer mediators.

*The successful candidate for this position has:*

- Familiarity with restorative processes and the principles of restorative justice;
- Background and commitment to anti-oppression, anti-racism, and/or decolonization;
- Strong capacity to deliver quality services and values-led programming;
- 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;
- Demonstrated abilities in administration; and
- Proven success in creating strong school-based and community-based partnerships and relations.

*The Restorative Justice in Education Initiatives Coordinator will bring experience and vision to our organization in the following ways:*

- Ensure that Restorative Justice in Education Initiatives Coordinator activities operate (including both in-school and community-based Justice Lab cohorts which include the peer mediation training and development, the Youth Justice Lab Speaker Series, and the Justice Lab Youth Council) 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; and
- Work with the RJEI Program Manager to develop collaborative strategic partnerships that are aligned with, and strengthen, the values and vision of the Justice Lab Initiatives.

### **Requirements**

- Experience working with children and youth, preferably in a school environment
- Demonstrated success with project or program coordination
- 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
- 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 Circle 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: May 2021
- Salary (\$22-\$25/hour depending on skills and experience)
- Access to extended health benefits package

- A 1-year full-time (35hr/week) contract with the opportunity for renewal (funding depending)

**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](mailto:annemarie@nsrj.ca) by **April 23, 2021 at 4pm**. 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 xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Uxwumixw (Squamish), and Səlilwətaʔ/Selilwitulh (Tseil-Waututh) First Nations.