

## Alberni Valley Restorative Justice Society

Employment opportunity: Program Coordinator

### Job Summary

The Coordinator for the Alberni Valley Restorative Justice Society (AVRJS) is responsible for overseeing the day-to-day operations of the society, facilitating restorative justice processes, and ensuring effective communication and collaboration among stakeholders. The Coordinator will work closely with volunteers, board members, community partners, and participants to promote restorative justice practices and support the society's mission.

### Responsibilities

- **Program Management** Oversee the planning, implementation, and evaluation of AVRJS programs and services.
- **Case Coordination:** Manage and facilitate restorative justice cases, ensuring timely and effective resolution.
- **Volunteer Management** Recruit, train, and supervise volunteers involved in restorative justice processes.
- **Community Engagement** Build and maintain relationships with community partners, law enforcement, schools, and other stakeholders.
- **Outreach and Education** Promote restorative justice principles through community presentations, workshops, and educational initiatives.
- **Administrative Duties** Maintain accurate records, prepare reports, and manage program budgets.
- **Grant Writing and Fundraising** Identify funding opportunities, write grant proposals, and assist in fundraising efforts.
- **Policy Development** Assist in the development and implementation of policies and procedures to guide restorative justice practices.

## Skills and Abilities

- **Strong Communication Skills:** Excellent verbal and written communication skills, with the ability to interact effectively with diverse groups.
- **Conflict Resolution:** Demonstrated ability in conflict resolution, mediation, and facilitation.
- **Organizational Skills:** Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple responsibilities.
- **Interpersonal Skills:** Ability to build and maintain positive relationships with volunteers, participants, and community partners.
- **Cultural Competence:** Understanding and sensitivity to cultural diversity and the ability to work effectively in a multicultural environment.
- **Problem-Solving Skills:** Ability to think critically and solve problems creatively and effectively.
- **Leadership:** Demonstrated leadership skills, with the ability to motivate and inspire others.
- **Technological Proficiency:** Proficiency in Microsoft Office Suite and familiarity with case management software.

### Other details

- part-time hours, \$30/hour, 6-month contract that may be extended.
- Work from home is possible, attendance at some meetings is obligatory
- Applicant will be encouraged to participate in restorative practices training when possible

Please submit resume to the Alberni Valley Employment Centre.

**In person at 4805-B Mar Street, Port Alberni, BC**

**OR email: [info@avemployment.ca](mailto:info@avemployment.ca)**