



Erie County Restorative Justice Coalition (ECRJC)

Job Description

Position:	Restorative Practice Implementation Trainer & Consultant
Reports To:	Executive Team
FLSA Status:	Non-exempt
Hours:	Full time, (schedule to be determined by Executive Team and based on program needs)

About ECRJC:

We are an ever-expanding group of individuals who share a desire to strengthen our communities using Restorative Justice Practices to build strong relationships and address conflict and crime (harm) with a just and respectful approach. We host regular trainings in Community Conferencing and Talking Circles and work diligently to get the word out about Restorative Justice and its many uses.

We are working to build our presence in courts, schools, and across the community.

Position Summary:

The Restorative Practice Implementation Trainer & Consultant would be working with schools to implement restorative practices, increase conflict resolution tools, facilitate restorative justice learning with students, parents, and community members to advocate for restorative justice approaches inside schools and outside in the larger community.

Duties and Responsibilities include but are not limited to:

- Training and Implementation of Restorative Practices
- Training in Circles & Conferencing
 - Consulting and Coaching Coordinators and Teams
 - Developing Implementation Plans
 - Administrative support for schools and implementation plans
 - Data Collection, Management, and Analysis
 - Developing new partnerships with schools
 - Research best practices and new resources
- Conference and Responsive Circle Facilitator
 - Facilitate and co-facilitate restorative conferences
 - Engaging parents and community organizations to support restorative practices
 - Offer support to schools, organizations, and communities in Restorative Conference, Community Building Circles, Peace Circles, Talking Circles etc.
- Engage in professional development; keep abreast of the best Restorative Justice practices and research.
- Other duties as assigned.

**Qualifications:**

- Significant experience with restorative justice required.
- 1-2 years of experience in a school setting is preferred.
- Must have the ability to work with people from diverse backgrounds in a culturally-competent manner. Candidates must also be comfortable working with adolescents, adults and families.
- Must be willing and able to work collaboratively with a variety of different stakeholders.

Skills Needed:

- Microsoft Suite
- Google Workplace
- Virtual platforms
- Great communication and deep listening skills
- Excellent time management skills and strong writing ability required

Pay: Salary commensurate with experience. Benefits include health, dental and life insurance, paid vacation, and paid sick time.

New hires are required to be vaccinated against the COVID-19 virus, unless they have been granted reasonable accommodation for medical, disability or religious reasons by the Human Resources Department.

Physical Demands:

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, climb, stoop, kneel, and crouch. The employee is required to regularly reach with arms and hands; use hands to handle, finger or feel objects, tools, or controls. Hands and fingers frequently perform repetitive motion. Occasionally the employee will use arms and hands to balance and climb. The employee must frequently lift and/or move up to 10 pounds. Occasionally the employee will lift and/or move up to 50 pounds. This job requires close vision, peripheral vision, depth perception and the ability to adjust focus. Employees are required to regularly talk and hear.

Please send resume and cover letter to ecrjc567@gmail.com.

The above job description is not a contractual or binding document; it is provided as a guide to the types of duties required to be undertaken. Duties may vary from time to time and this description is subject to review. Modifications will be made as needed to support changes in the business climate and requirements.