



## Erie County Restorative Justice Coalition (ECRJC)

### Job Description

<b>Position:</b>	Administrative & Training Coordinator
<b>Reports To:</b>	Executive Team
<b>FLSA Status:</b>	Non-exempt
<b>Hours:</b>	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.

#### Objectives:

The Administrative and Training Coordinator will be working with organizations and community members to implement restorative practices, increase conflict resolution tools, facilitate restorative justice learning with staff, youth, parents, and community members to advocate for restorative justice approaches inside the criminal justice system and outside in the larger community.

#### Position Summary:

The Administrative and Training Coordinator position assists with current ECRJC projects. The Administrative and Training Coordinator is a highly organized, motivated self-starter with excellent communication and computer skills. This position serves as a connection between ECRJC and designated community partners. Reporting to the Executive Team, the Administrative and Training Coordinator's primary, daily responsibilities are to support of ECRJC with a broad range of time sensitive duties that include training, supporting schools in restorative practices, social media, and participation in development of restorative practices in the community.

#### Duties and Responsibilities include but are not limited to:

- Training in Circles and Conferencing
- Coordinating and preparing materials for trainings and meetings
- Support School Specialists regarding training and implementation materials
- Curating and publishing promotional materials and content for social media, a newsletter, and weekly events
- Managing the database of donors and partners
- Coordinating with team members regarding trainers, volunteers and conferencing facilitators
- Logistical support for training, conferences, and events
- Facilitate and co-facilitate restorative circles and conferences



### **Other Responsibilities:**

- Demonstrate working knowledge of ECRJC programs and services
- Maintain positive working relationships with Board members, staff and volunteers
- Demonstrate strong interpersonal skills during interactions with internal and external customers
- Demonstrate commitment to professional growth and remain updated on current technologies
- Demonstrate professionalism, including: work attitude, flexibility, attendance, timeliness to work, language and dress
- Model and practice sensitivity, fair treatment and acceptance of diversity in all interpersonal interactions
- Engage in professional development; keep abreast of the best Restorative Justice practices and research.
- Perform other duties as assigned

### **Qualifications:**

- Associates degree or higher, preferred
- Working knowledge of Restorative Practices
- High stress tolerance and ability to be self-regulating
- Exceptional customer service skills over the phone and in person
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Exceptional organization skills
- Bilingual English/Spanish speaking, preferred
- Strong multitasking, prioritizing, and time management skills
- Abide by requirements of a smoke-free office environment

### **Skills Needed:**

- Microsoft Suite
- Google Workplace
- Canva
- Virtual platforms
- Great communication and deep listening skills (English/Spanish bilingual a plus)
- 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](mailto: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.