



**CALGARY YOUTH
JUSTICE SOCIETY**

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Calgary Youth Justice Society – Community Engagement Coordinator-Youth Justice Committee Program – Job Posting

Calgary Youth Justice Society is growing so we are growing our team! If you are looking to be a part of an amazing team and want to use your unique strengths, skills, and experience to be a part of helping youth achieve their full potential, check us and this position out

Position and Hours: This is a 1 year term (parental leave coverage) full time position at 35 hours per week that requires flexibility to work evenings (1-2/week) and weekends (1/month) as needed. Hybrid office/home work environment.

About Calgary Youth Justice Society (CYJS)

For more than 25 years CYJS has been helping young people find what is strong in their lives through programs proven to build resilience, reduce risk and nurture community connections. Our approach is always strength focused, seeing beyond what's wrong to nurture what's strong. Our impact is young people who feel valued and supported to be a part of our community in a meaningful way.

About Youth Justice Committees

Youth Justice Committees provide an alternative to court for young people facing minor charges. Volunteers work with young people, their parents, victims, the justice system and the community, to find appropriate, meaningful responses for youth to be held accountable without holding them back.

For more information about CYJS please visit www.calgaryyouthjustice.ca

About the Role

This position will help to build the capacity of Youth Justice Committee volunteers to successfully contribute to the administration of youth justice by: ensuring that Youth Justice Committee volunteers have the legal knowledge, skills, resources and support that they need; increasing legal education with community partners to encourage their involvement; and raising awareness with the general public and with youth and parents to enhance their understanding and participation with their local Youth Justice Committee.

Vision: Young people contribute to, and flourish in, safe caring communities

The CYJC Community Engagement Coordinator is responsible for:

- Providing Youth Justice Committee (YJC) volunteers with the knowledge, skills, resources and support to the successful administration of extrajudicial measures as outlined by Section 18 of Youth Criminal Justice Act
- Increasing legal education and knowledge of community partners to encourage their involvement in the Youth Justice Committee program
- Raising awareness with the general public and youth and parents to enhance their understanding of and participation with their local Youth Justice Committee

The Coordinator will work closely and collaboratively with the Youth Justice Committee Operations Coordinator and Executive Director of Calgary Youth Justice Society; ; Youth Justice Committee Volunteers; Community Agencies and other partnerships. A strong focus for this term position will be connecting with and providing education to newcomer/immigrant and indigenous populations. .

What You'll Do:

- Develop and deliver training sessions for YJC volunteers
- Connect with individual Youth Justice Committees to assess and identify specific challenges in their role of administering the legislation.
- Regularly participate in Youth Justice Committee meetings with youth, parents and volunteers to assess needs and opportunities for volunteer training and sanction options for youth
- Organize networking opportunities with YJC's, justice stakeholders and community partners to share and learn from each other.
- Develop and deliver presentations to community partners, youth and parent groups and the general public to create awareness of and involvement in the Youth Justice Committee program
- Find and arrange education and training opportunities for YJC volunteers to build their knowledge, skills and capacity
- Support the identification and development of sanction/growth options for youth involved in the Youth Justice Committee program
- Track program outputs (activities, number of presentations and training sessions, and attendance numbers)
- Administer post presentation surveys and support evaluation and reporting processes and activities.
- Maintain the YJC Volunteer Portal on website
- Create content for Youth Justice Committee social media

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What You Bring:

- Post secondary degree or diploma in criminal justice or human services field is preferred.
- Knowledge of and/experience working with the Youth Criminal Justice Act, specifically Extra-Judicial Measures and Sanctions, restorative justice processes and Youth Justice Committees
- Preference for candidates with experience working with immigrant/newcomer and indigenous communities.
- Proficient computer skills including Microsoft Office (Outlook, Excel, PowerPoint, Word, etc.) and experience with Better Impact volunteer database or similar
- Awareness of youth issues and experience working with youth. Experience working with youth involved in the justice system is an asset
- Demonstrated ability to build and maintain positive and professional relationships with volunteers and community stakeholders
- Proven experience in public speaking
- Experience working with multidisciplinary and high performing teams
- Knowledge of youth-serving agencies in the community

Competencies and Attributes Required for Success in this Role:

- Strengths-based and growth mindset
- Open minded, knowledgeable, and committed to diversity, equity and inclusion
- Detail oriented and ability to work independently to manage own time and priorities to achieve goals and results
- Flexible and adaptable to various work environments, conditions and hours
- Strong verbal and written communication skills
- Creative thinking and willingness to take initiative to solve problems and get the work done
- Strong ethics and ability to manage confidential data
- Enthusiastic about the role of Youth Justice Committees and Restorative Justice

Other Requirements:

- This position requires regular travel throughout the city so requires a valid drivers license and access to a reliable vehicle
- Clear Police Check including Vulnerable Sector Search
- Private and reliable home office with sufficient internet coverage for working from home
- Flexibility to work evenings (1-2/week) and weekends (1/month) as needed

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Why Join the CYJS Team

At CYJS, we believe in taking care of our people so they can take care of doing the work. In addition to a working environment that values and welcomes diversity and bringing one's whole self, here is what we offer in compensation:

- Competitive salary
- Exceptional work life balance including flexible work hours and work from home options
- Three (3) weeks paid vacation
- Paid office closure days between Christmas and New Years
- 18 discretionary Health Days per year
- 100% employer paid premiums for extended health benefits
- Annual professional development budget

How to Apply:

Please send your cover letter and resume combined in one document indicating "Job Opening – YJC Community Engagement Coordinator" in the subject line of your email to hr@cyjs.ca by April 15th, 2023.

No phone calls. Only those candidates selected for an interview will be contacted.

At CYJS we strive to recognize, nurture and celebrate the diversity of the youth and volunteers we serve and we are committed to removing barriers to inclusion in all aspects of our organization and service delivery. It is our intent to have a workplace that reflects the diversity of the communities we serve and we encourage applicants from diverse backgrounds, abilities and experience to apply. We are committed to providing reasonable accommodations to qualified applicants with disabilities in the employment application process.

With respect, gratitude, and accountability, Calgary Youth Justice Society acknowledges the traditional lands of the Blackfoot Confederacy which includes the Siksika, Kainai, Piikani Nations, the Îyârhe Nakoda Nation, Tsuut'ina Nation, the Métis Nation of Alberta, Region 3 and we honour all people who make their homes in the Treaty 7 region of Southern Alberta. We see and celebrate the many strengths of Indigenous people and commit to reflect upon and change our ways of knowing, being, and doing so that we can truly work towards reconciliation in a meaningful way.