



## Youth Restorative Action Project

2010 Anti-Racism Award – Centre for Race and Culture  
2008 Alberta Solicitor General & Public Security – Crime Prevention Award  
2004 Royal Commonwealth Award, Gold Medal Winner International, Georgetown, Guyana  
2004 Government of Canada, Ron Wiebe Award – Restorative Justice  
2004 City of Edmonton Youth Council, Community Organization Promoting Youth Award  
2004 RISE Award in Recognizing Immigrant success and Endeavors “Youth Group Category”

The Youth Restorative Action Project (YRAP) is looking for a **part-time File Coordinator** for a contract position. YRAP is a restorative justice committee founded and run by and for youth in the Edmonton area. It works with young people who have caused harm to others while being affected by significant social issues (poverty, racism, homelessness, drug abuse, etc.). The goal is to provide these young people with constructive consequences for their actions while addressing the underlying issues that may predispose them to re-offend if not resolved. YRAP is well established in the legal community and has received multiple awards and grants for its work. The **File Coordinator** will work alongside YRAP’s current staff and volunteers.

### Responsibilities will include:

- Managing referrals/arranging panels for extrajudicial sanctions and sentencing
- Setting up clients with youth mentors
- Working directly with young people involved in the criminal justice system
- Advocating for youth rights
- Writing and editing reports to be sent to youth court
- Attending and/or running trainings
- Reporting to the Board of Directors and the volunteer base

### Skills and experience for this position include:

- Administrative and leadership skills
- Familiarity with the Youth Criminal Justice Act
- Experience working with youth affected by significant social issues

The ideal candidate is an individual who is interested in YRAP’s goals and vision, and who is prepared to become fully involved in the organization. Candidates can expect unique work experience and diverse learning and training opportunities. Experience in conferencing, mediation, facilitation and/or restorative justice practice is an asset, although this is also an ideal position for an eager and competent person to gain valuable experience in the field, regardless of their education and experience. As with all of our contract positions, the position is for three months, with the possibility of extension.

The time commitment could be **10-20 hours a week for a File Coordinator**, with an opportunity for more hours depending on YRAP’s hiring needs. YRAP offers flexible scheduling ideal for candidates with other work or educational commitments. Training is provided by YRAP, and the successful applicant is encouraged and supported to take additional relevant training from outside agencies as well.

**TO APPLY – The candidate will be selected by a hiring committee of YRAP board members and general membership. For further inquiries, please call 780.970.5126 or email [yrap@yrap.org](mailto:yrap@yrap.org).**

**The deadline for applications is 11:59 pm on July 27, 2021. All applications require a resume, cover letter, and two references. Only applicants considered for interviews will be contacted by July 29<sup>th</sup>, 2021 and we will be looking to book interviews for July 30<sup>th</sup>, 31<sup>st</sup>, August 1<sup>st</sup>, August 2<sup>nd</sup> August 3<sup>rd</sup>, 2021.**

*Please forward this job opportunity to anyone who may be interested.*

**Resumes and cover letters can be sent electronically to [yrap@yrap.org](mailto:yrap@yrap.org) (preferred) or by mail or  
in person to: The Youth Restorative Action Project  
Suite 101, 10010 105  
Street Edmonton,  
Alberta  
T5J 1C4**

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E-mail: [yrap@yrap.org](mailto:yrap@yrap.org)  
[www.yrap.org](http://www.yrap.org)

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to: **The Youth Restorative Action Project**  
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