



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 **full time Program 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 Program Coordinator is the primary point of contact for other employees and board members regarding administrative tasks and questions. **The Program Coordinator** reflects on YRAP’s purposes every few months to determine whether YRAP’s values are being properly upheld by staff members. Furthermore, the Program Coordinator is the primary point of contact for outside communication. The Program Coordinator may be assigned tasks by the Board which must be observed, completed and reported on and may also be required to check in with other staff members and volunteers in relation to tasks assigned to them. **The Program Coordinator is responsible for the following duties in addition to the responsibilities of a File Coordinator:**

Responsibilities for the Program Coordinator will include:

- Grant writing and reporting.
- Overseeing day-to-day operations.
- Attending Board meetings and drafting documents as required by the Board of Directors.
- Writing the annual review for the Annual General Meeting (AGM).
- Training new staff, delegating training days, and overseeing supervision of student placements
- Ensuring court dates are being observed and paperwork sent according to appropriate deadlines to external bodies
- Attend required events to appropriately represent YRAP to outside agencies
- Manage social media with the support of a group of volunteers
- Maintaining the petty cash and ensuring bills are paid in conjunction with the Financial Coordinator and/or Treasurer.

Responsibilities for File Coordinators 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
- Non-profit experience
- Grant writing and reporting
- Excellent verbal and written communication

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 up to 40 hours per week for the Program Coordinator, 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.

The deadline for applications is 11:59 pm on July 27, 2021. All applications require a resume and cover letter and 2 references. Only applicants considered for interviews will be contacted by July 29th, 2021.

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

Resumes and cover letters can be sent electronically to yrap@yrap.org (preferred) or by mail or in person to:

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