

COMMUNITY BOARDS

San Francisco Conflict Resolution Center

Celebrating 45 Years of Building Community Through Conflict Resolution

Restorative Justice Coordinator Job Description

Reports to: Program Director

Status: Full-time, Exempt

Job Summary

The person in this position is responsible for overseeing the coordination and delivery of Community Boards' Restorative Community Circle (RCC) Healing Justice grant and services for pre and post charged adult felony related cases. This includes: 1.) Coordinating with program partners, 2.) Overseeing and leading intake, case development, pre-meeting, and facilitation with the 'harmed persons and the one who harmed', restorative justice conferences, and/or circles 3.) Training and oversight of volunteer facilitators and possible supervision of staff RCC facilitator, 4.) Maintaining and reporting data, 5.) Assisting with story-telling and narratives about the program, and 6.) Developing strong partnerships and collaborations with other Healing Justice grantees.

Essential Duties and Responsibilities

Essential responsibilities and accountabilities include the following. Other duties may be assigned.

- Coordination of RCC program, including 'harmed party with the person who harmed' conferences, restorative justice circles, and harmed party impact panels
- Conduct intakes and provide case development with harmed parties and those that did the harm
- Schedule and facilitate pre-meetings
- Find locations for RCC sessions
- Assist with referring agencies, notifying partners of completions
- Train and oversee volunteer team to help with facilitation of circles and RJ processes
- Lead or co-lead RCC sessions
- Liaise with other organizations working on Healing Justice programming
- Attend Healing Justice collaboration meetings and trainings
- Keep and maintain sensitive information consistent with record handling and retention
- Coordinate and support volunteers and Community Boards' storytelling for newsletter and other programmatic community updates

Minimum Qualifications

- 3 years of related experience and/or experience in the criminal justice/legal system
- Expertise in active listening, empathy, and conflict resolution skills

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- Experience in victim services and/or restorative justice programs and willingness to learn more
- Ability to identify and be sensitive to the needs of crime victims
- Leadership and organizational skills
- Ability to balance multiple competing priorities while assuring responsible and effective outcomes
- Awareness of non-profit and community-based programs
- Strong verbal and written communication skills, including ability to prepare clear and concise written and verbal reports
- Ability to exercise sound judgment and work independently
- Able to prioritize, organize information and maintain records effectively
- Understanding of confidentiality
- Flexible work hours, may require evenings and weekend work
- Bilingual language skills a plus, but not required

To Apply

To apply please email Program Director Rachel Vyda-Venning at rvydavenning@communityboards.org with a resume and cover letter.

This is a grant funded position. Health, dental, and vision benefits. Generous vacation and PTO. Salary details upon request.

Equal Opportunity Employer

It is the policy of Community Boards to provide all persons with equal employment opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person.

The physical demands described here are representative of 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 upon request.