



Program Administrative Assistant Job Description

PRIMARY PURPOSE

This position is responsible for assisting with the implementation of the District Attorney's Juvenile Diversion Initiative (JDI) administered by the National Conflict Resolution Center, working in conjunction with NCRC management, San Diego County District Attorney's office, program partners, and community stakeholders.

The successful candidate will be self-motivated, enthusiastic, and community-driven to take on this exciting role. They will have a solid understanding of restorative justice principles, 4+ years of administrative duties; 2+ years working with diverse teams; a bachelor's degree in Business Administration, Sociology, Criminal Justice, Social Work, or another closely related area with relevant experience including:

- Strong demonstrated ability to develop personal networking relationships
- Excellent organizational, listening, oral, and written communication skills
- Excellent computer skills including the ability to learn new technology
- Experience with digital design programs and software systems
- Strong knowledge and experience in restorative justice practices
- Ability to coordinate and facilitate meetings
- Ability to identify problems and participate in team problem-solving efforts
- Ability to occasionally work remotely with minimum supervision and function in countywide activities
- Demonstrated ability to work cross-racially, cross-culturally, and cross-denominationally
- Some working knowledge of the criminal justice system and court procedures in California
- Ability to coordinate among various stakeholders to complete projects and activities
- A solid understanding of and commitment to social change through building the capacity and power of people to change their communities

ESSENTIAL FUNCTIONS

Direct Service:

- Work with program staff providing data related assistance
- Schedule and distribute meeting, event, and training logistics, and materials
- Responsible for filing and maintaining case documents
- Responsible for internal database administration including data tracking and online case management systems
- Track and document program-related expenses, forms, and activities for reporting purposes
- Prepare monthly status reports of active cases
- Collect and enter data from evaluation instruments at case intake, program completion, and periodically thereafter
- Participate in non-program related NCRC events, staff development, and self-care

Program and Services:

- Manage and respond to incoming referrals, input information into the online database, and coordinate referral with the assigned facilitator
- Assembling, mailing, and tracking program requests and program materials
- Organize and coordinate key events relating to the growth of the program

- Program support for all events and team meetings, including assemble, prepare and deliver program materials
- Proofreader/Editor (spelling/grammar) for printed program materials

Awareness:

- Assist in the design, creating content, and responding to outreach opportunities
- Research and present new findings regarding multiple components to the process
- Assist management in implementing new restorative tools beneficial to the program facilitators (case managers)

Training, Outreach, and Education, Collective Impact:

- Work with staff and community partners to identify and coordinate training for co-facilitators, mentors, and community in restorative philosophy and practice
- Work with staff and community partners to provide outreach and educational materials and presentations to the community in restorative philosophy and practice
- Participate and support other community-driven efforts to disrupt the school to prison pipeline

WHAT WE OFFER

A team-oriented, mission-driven, supportive environment with tremendous opportunity for growth and development. Our benefits package includes paid leave starting at 28 days (14 holidays, 14 vacation days), retirement account funding, and much more!

ADDITIONAL INFORMATION

The National Conflict Resolution Center strives to be a diverse, equitable, and inclusive organization. We are committed to building a talented team that reflects the diverse backgrounds of the communities we serve. As an Equal Opportunity Employer, we prohibit any form of discrimination based on race, color, ethnicity, religion, creed, sex, gender (including gender identity and expression), sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, or other characteristics or any other basis prohibited by any applicable federal, state, or local law. All successful candidates will go through an orientation period that includes multiple trainings/workshops including but not limited to Mandated Reporting Laws, Restorative Practices, ART of Inclusive Communication, Anti-Harassment Training, Mediation, Motivational Interviewing, and Trauma-informed Care.