



## **PRIMARY PURPOSE**

This position is responsible for assisting with the implementation of the District Attorney's Juvenile Diversion Initiative also known as the JDI Program, 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.

We are in search of a talented and professional Outreach & Engagement Coordinator to support all community outreach activities related to the JDI Program in San Diego County. You will represent the JDI program and work with multiple teams to support the implementation of initiatives that increase program visibility within the surrounding community. You need to be self-motivated, enthusiastic and community-driven to take on this exciting role.

## **ESSENTIAL QUALIFICATIONS**

The successful candidate will have a solid understanding of restorative justice principles, 2+ years of youth and community engagement, and public speaking experience; 2+ years working with diverse teams; a bachelor's degree or equivalent relevant experience including:

- Strong demonstrated ability to develop and maintain personal networking relationships
- General knowledge and experience in restorative justice practices, including facilitation, circle keeping, conferencing, mediation and/or conflict coaching
- Intermediate computer skills including ability to learn new technology
- Knowledge of evidence-based practices; demonstrated competency in collaboration, humility, perseverance, adaptability
- Strong sense of compassion and empathy for people harmed by crime
- Ability to work both in-person and remotely with minimum supervision and function in countywide activities
- Microsoft Office Suite, QuickBase, Adobe Pro, Canva or similar software experience
- Demonstrated ability to work cross-racially, cross-culturally, and cross-denominationally
- A working knowledge of the criminal justice system in California and court procedures
- Excellent organizational, listening, oral and written communication skills
- A solid understanding of and commitment to social change through building the capacity and power of people to change their communities

## **ESSENTIAL FUNCTIONS**

### **Community Outreach (75%)**

- Coordinate regional Restorative Collaboratives: continually educate and raise awareness, to engage partners, community members and other stakeholders in the program and to promote advocacy within the community; Monthly regional Restorative Collaboratives are a launch point for promotional campaigns, events and other awareness and activities

- Key roles in the implementation plan, such as:
  - Development of community relationships
  - Identification of safe, shared spaces for service delivery
  - Monthly e-newsletter
  - Attend suitable community meetings and events as liaison for the JDI program.
  - Outreach and recruitment to potential partners, mentors, consultants, and volunteers.
  - Keep up to date information on recruitment.
  - Keep an up-to-date resources log for all resources that the JDI program can utilize
  - Community connections: build trust and connection among community members, through identification of common interests – a safe, healthy and thriving community
  - Support the coordination of monthly JDI Case Plan applicable events in designated regions with all partners.

#### **Presentations (15%)**

- Identify suitable presenters from different organizations to the JDI team
- Give presentations to potential partners and community groups
- Contribute to social media efforts for the JDI program
- Support the coordination of special events, such as JDI graduations, workshops, trainings, partner quarterly meetings, and JDI Annual Convening

#### **Link Resources (10%)**

- Identify and link resources that meet identified needs to participants in the program, as well as staff needs (such as trainings and/or conferences)

#### **ADDITIONAL REQUIREMENTS**

- Requires a minimum of 3 in-office days and availability during the evenings/weekends
- Must practice cultural competency when attending events/meeting with new organizations
- Use a Restorative Justice and trauma-informed lens when deciding which stakeholders to meet and partner with
- Preferred Bilingual (Spanish [foremost], Arabic, Vietnamese, Tagalog, Kiswahili, Burmese, etc).
- 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.

#### **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!

#### **WHO WE ARE**

The National Conflict Resolution Center (NCRC) empowers individuals, organizations and communities with the skills and resources needed to address conflict, intolerance and incivility in our society. NCRC 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.