

PROGRAM ASSISTANT JOB DESCRIPTION

Yolo Conflict Resolution Center (YCRC) is a nonprofit community organization that provides conflict resolution and restorative justice services including mediation, facilitation, and training.

YCRC is seeking a motivated individual with experience and interest in restorative justice.

Position: Program Assistant

General Job Description:

The Program Assistant will report to the Restorative Justice Program Coordinator and the Executive Director.

Responsibilities (include but are not limited to):

- Coordinate with community partners on the coordination of restorative processes
- Collaborate with the RJ Program Coordinator on the implementation of services
- Engage in outreach and advocacy for the advancement of restorative practices and other services of YCRC
- Follow-up on all RJ sessions with participants
- Represent YCRC on community committees
- Provide data tracking and evaluations of all RJ sessions
- Recruit, screen and coordinate training of YCRC volunteers
- Assist in the supervision of YCRC volunteers
- Other duties as assigned by the Executive Director

Qualifications:

Minimum Requirements

- Familiarity with restorative justice, conflict resolution and mediation practices
- Experience scheduling conferences, meetings, or equivalent
- Experienced in Microsoft Office programs as well as database management
- Strong oral and written communication skills
- Excellent listening skills
- Strong customer service skills
- Must pass background check for working with youth

Desired Characteristics

- Bilingual in Spanish/English
- Experience in case management of clients or patients either from the nonprofit sector or social services (internship experience considered)
- Training and experience in restorative practices / mediation
- Experience in compiling statistical reports for grants

Time Commitment:

- 40 hrs./week
- Flexible schedule (some evenings/weekends for special programs)

Target start date: January 2021

To Apply: Please e-mail your resume and cover letter as two separate attachments with the subject line "Your Name –PROGRAM ASSISTANT" to kara@yolocrc.org