JOB DESCRIPTION

East Los Angeles Women’s Center, a non-profit organization, provides a variety of services for women and their families, focusing on sexual and domestic violence and HIV/AIDS. ELAWC offers crisis intervention, prevention, education, and advocacy in order to address the needs of a multi-cultural and multi-lingual community.

Title: Restorative Justice Coordinator

Job Summary: The Restorative Justice Coordinator is responsible for the management of the Restorative Justice Project funded by Blue Shield of California Foundation. This includes the facilitation and implementation of the Project’s strategies including the Healing Circles, Restorative Conversations, working alongside with the National Compadres Network, and all additional program parts to be developed. In addition, the Restorative Justice Coordinator will organize and coordinate facilitator and community trainings, build community support and partners, participate in public awareness initiatives, and ensure they track the accomplishments and challenges of each program’s objectives. The person in this role needs to be someone who is highly motivated in project creation and implementation of this innovative project.

Direct Service Responsibilities

- Manage the implementation of the Restorative Justice Project in collaboration with the National Compadres Network, the Project Evaluator and BSCF Team.
- Work directly with clients through intake and assessment, safety planning, and facilitation.
- Work in partnership with the National Compadres Network to develop all training curriculum relevant to the Restorative Justice Project.
- Coordinate all trainings for facilitators and community partners.
- Develop new partnerships and manage existing partnerships within the community to help implement the Restorative Justice Project.
- Prepare reports on the progress of the Restorative Justice Project for the Foundation in collaboration with evaluation.
- Facilitate healing circles, restorative justice one on one conferencing including all individual/group pre-work sessions.
- Maintain program documentation on EmpowerDB, including case notes, meeting notes, project materials, and project narratives.
- Conduct educational sessions and training related to the Restorative Justice Project.
- Work closely with the evaluator and BSCF evaluation team in the designing of and conducting surveys, assessments for implementation and evaluation.
- Coordinate with marketing team to create appropriate materials for public awareness.
- Carry out other duties as assigned by Executive Director.

Job Qualifications:

- Bachelor’s Degree with 5 years’ experience in human services, peace studies, domestic violence, conflict resolution, restorative practices, social work or related field; or a Master’s degree in Social Work, MFT or PsyD from an accredited college or university with experience in conflict resolution, domestic violence and restorative practices.
- Experience teaching or leading workshops, training sessions or meeting
- Demonstrated knowledge of domestic violence and sexual assault issues, therapeutic approaches and prevention and intervention strategies.
- Completion of the minimum 70 hours CALOES approved Sexual Assault and Domestic Violence Crisis Intervention Training (required or must be completed upon hire)
- Experience and confidence in identifying and implementing evidenced based practices
- Program development, evaluation and solid organizational skills and public speaking
- Strong written and oral communication skills, listening skills and a demonstrated ability to foster a supportive environment for clients
- Proficiency in computer skills, including Microsoft Office software and customized data-based management systems
- Cultural Competency in Working with Latinx Community
- Bilingual Spanish/English Preferred
- Cultural Humility in working with diverse populations in all forms, including ethnicity, sexual orientation, abilities and religious backgrounds.
- Ability to prioritize tasks and work independently as well as collaboratively with multidisciplinary teams
- Ability to manage and facilitate multiple projects and teams simultaneously

Knowledge, Skills, and Abilities:

- Ability and/or willingness to work alongside those who have been harmed and those who have harmed with a trauma-informed approach while being survivor led.
- Staying informed of trends in domestic violence, sexual assault, and restorative practices
- Must have excellent written communication skills
- Strong oral communication skills
- Ability to organize and facilitate meetings
- Ability to work both independently and in a team-oriented, collaborative environment
- Strong organizational skills and attention to detail
- Ability to work while demonstrating empathy, flexibility, openness, sensitivity, and awareness
TO APPLY:

- Accepting applications July 10 – July 31, 2023
- To apply, email your resume to Jennifer Martinez
- Jmartinez@elawc.org

ADDITIONAL INFORMATION:
Salary range is $60,000 – $64,000 based on experience, plus, benefit package includes medical, dental, and life. Interested candidates should forward a resume, cover letter to: Jennifer Martinez @ jmartinez @elawc.org

*ELAWC is committed to recruiting and engaging individuals without regard to disability, identity, gender, race, religion, or sexual orientation.*