

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 Facilitator (Circle Keeper)

Job Summary: Under the supervision of the Family Services Director, the Restorative Justice Facilitator (Circle Keeper) is a key position in the Restorative Justice Healing Project funded by OVW Restorative Practice Grant. The Circle Keeper will set up the structure of the circles which is a predictable format that enables everyone to know what to expect; this offers a level of comfort and preparedness for participants. This position is ideal for someone who is **bilingual/bicultural (English and Spanish)**, passionate about **healing, community building, and social justice**, and eager to learn and grow in the practice of **Restorative Justice (RJ)**.

Also included is the facilitation and implementation of the Project's strategies which includes: Fatherhood Classes, Men's Healing Circles, Men's Healing and Accountability Circles and Restorative Conversations, working alongside with the National Compadres Network, and all additional program parts to be developed.

Responsibilities and Duties

- Support and co-facilitate **healing and restorative circles** for survivors, harm-doers, and families.
- Provide a supportive and safe process for accountability and help guide genuine transformation to increase safety, reduce violence, and seek repair.
- Assist in **planning and preparing** materials for circles, workshops, and community sessions.
- **Co-create and adapt curriculum** and facilitation tools with guidance from the RJ Team and the National Compadres Network.
- Maintain accurate **program documentation** (case notes, meeting notes, attendance, project materials) in EmpowerDB.
- Participate in **training and coaching** to strengthen facilitation, communication, and documentation skills.
- Support the **evaluation process**, including surveys and participant feedback.
- Collaborate with the RJ Team in implementing project activities, outreach, and community engagement.
- Perform other duties as assigned to support the program's success.
- Refer participants to other needed resources within the agency or refer to partner agencies.
- Other duties as assigned.

Qualifications:

- **Bachelor's Degree** with experience in human services, domestic violence, conflict resolution, restorative practices; **or 5 years learned** experience with a background in community organizing, circle facilitation, restorative practices and demonstrated knowledge of domestic violence and sexual assault issues.
- **Bilingual and bicultural (English/Spanish) preferred**
- Basic understanding or exposure to **Restorative Justice, trauma-informed, or community-based healing practices** (training provided).
- **Cultural humility** and a demonstrated commitment to serving **Latinx and diverse communities**.
- Experience integrating **culturally rooted or ancestral healing practices** into facilitation and a background in **community organizing, transformative justice, or violence prevention**.
- Commitment to continuous learning and growth in **equity, inclusion, and restorative approaches**.
- Self motivated and able to work on own initiative
- Ability to work effectively as part of a team
- Demonstrated skill in handling multiple tasks, tracking details and setting priority for accomplishing a variety of projects.
- Ability to work flexible hours independently.
- Experience teaching or leading workshops, training sessions or meetings
- Completion of the minimum **70 hours CALOES approved Sexual Assault and Domestic Violence Crisis Intervention Training** (required or must enroll upon hire)
- 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
- Ability to prioritize tasks and work independently as well as collaboratively with multidisciplinary teams

TO APPLY:

- Accepting applications December 1, 2025 – January 30, 2025
- To apply, email your resume to Diane Alarcon Romero
- dalarcon@elawc.org

ADDITIONAL INFORMATION:

Salary range is \$58,000- 60,000 based on experience, plus, benefit package includes medical, dental, and life. Interested candidates should forward a resume, cover letter to: Diane Alarcon Romero -dalarcon@elawc.org

The East Los Angeles Women's Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.