



Admin Assistant (Part-Time Term)

Location: Remote and virtual with some office attendance in person in Sechelt and/or Pender Harbour

Start date: May 31st, 2021

Hours: 12 hours per week for 20 consecutive weeks

Hourly rate: \$21.00 per hour

Summary

The Restorative Justice Program of the Sunshine Coast (RJPS) provides a variety of restorative processes to address harms and conflict and acts as an alternative to the Court System for criminal referrals. We offer an opportunity for those harmed to be heard by those who created the harm and to have a say in how the harm should be repaired. We also offer those responsible a chance to acknowledge their wrongdoing and take responsibility for their actions while understanding the true impact on those harmed. One key objective is to build the capacity of our volunteers to better address situations involving trauma, neurodiversity, indigenous ways and justice, gender and cultural diversity, racism, human rights and equality.

The employee will be part of the RJPS team, involved in relationship-building activities, project work and working with the other Canada Summer Job employees. The position will include:

- Learning and practicing indigenous ways of communicating;
- Being part of a team for hiring youth positions, mentoring, training, regular meetings, and evaluations;
- Learning and implementing a digital system to develop a new website, which includes creating and processing digital information;
- Learning a variety of new software and tools to assist the Communications Supervisor (DocuSign, Acrobat), virtual platforms for training and communication;
- Hosting virtual meeting using different virtual platforms (Teams, Zoom, Meet, Skype, for example);
- Implementing and maintaining new hardware and software inventory system, including new sound system;
- Using spreadsheets, doing surveys and interviews to collect input and statistics, analyzing various forms of communication.



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We are looking for a self-starter, team player, who is a problem-solver, detail oriented, with the ability to work in a multi-generational environment.

Due to the current Covid-19 pandemic the successful candidate will work from home. However, occasional in-person meetings may be required.

Skills Required

Teamwork - refers to the skills needed to interact with people, in pairs and in small and large groups, coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities.

Communication - refers to the skills needed to exchange thoughts and information. This exchange can happen by speaking, listening, and using non-verbal cues, such as body language or in writing. This will involve adapting communications to Zoom or similar platforms.

Digital skills - refers to the skills needed to understand and use digital systems, tools and applications, and to process digital information.

Leadership – refers to a set of interpersonal skills, including communication, relationship building, and the ability to bring out the best in people.

Technical Skills Required

Office 365, Microsoft Suite of products, GSuite of products, DocSign, MailChimp, web design.

Pre-requisites

1. Individual must live on Lower Sunshine Coast of BC (from Langdale to Egmont)
2. Individual must be between 18 and 30 years of age at start of employment
3. Canada Citizenship/Permanent Resident
4. Provide valid Social Insurance Number before employment
5. Consent to RCMP-Police Information Check [Criminal Records Search for working with vulnerable populations]

How to Apply

Please submit the following by email to HR@RJPC.ca:

1. Cover letter describing how you meet the pre-requisites. Give examples of how you have demonstrated the skills listed above in the **Skills Required** and **Technical Skills Required** sections
2. Résumé relevant to job requirements
3. List of 3 references – 2 work related references and 1 personal reference
4. Closing date for applications: May 14th, 2021 at 12 PM Pacific Time



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The Restorative Justice Program of the Sunshine Coast is an Equal Opportunity Employer. We provide a supportive and safe work environment including adhering to Covid-19 BC Provincial Public Health Guidelines.

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