



Restorative Justice Program of the Sunshine Coast
Job Title: Administrative Assistant, part-time
Sponsored in part by Canada Summer Jobs

The Restorative Justice Program of the Sunshine Coast is looking for a motivated and enthusiastic young person, between the ages of 15 and 30, to support the administrative operations and projects of the program. The program provides a variety of restorative processes and training courses to address conflict and crime and facilitate healing.

The position requires grade 12 or equivalent, clerical skills including computer literacy in word processing and database programs, and solid communication skills.

The successful candidate will have opportunities to further develop interpersonal, organizational and communications and storytelling skills through mentorship and on-line learning while working within the framework of a community-based, non-profit organization.

Work policies follow the current health and safety and Worksafe BC requirements for work environments during Covid-19, including opportunities for working virtually and in small group settings.

Hours: 16 hours per week for 16 consecutive weeks with possible extension of term

Start Date: August 10, 2020

Wage \$18.50/hr

Please see full job descriptions on our website, <https://www.rjpsc.ca/>

Applications close at 4:00 pm on August 4, 2020

Required Qualifications:

- Have working knowledge and experience with Microsoft Office Suite, websites, and virtual platforms such as Zoom
- Desire and ability to work cooperatively as part of a team and independently
- Able to pass a police information check
- Accurate keyboard skills
- Grade 12 or equivalent
- Between the ages of 15 and 30 years of age at the start of employment
- A Canadian Citizen, permanent resident, First Nations, Métis or Inuit, or person on whom refugee protection has been conferred under the “Immigration and Refugee Protection Act”
- Must be legally entitled to work according to the relevant provincial/territorial legislation and regulations

Knowledge, Skills, and Abilities:

- Strong written and interpersonal communication skills

- Strong organizational and computer skills
- Demonstrated ability to work effectively with a variety of people and circumstances
- Ability and willingness to: work flexible hours; work independently; and work as part of a team
- Training in restorative processes and practices an asset

Job Details: The Administrative Assistant position is being offered as an entry level opportunity at \$18.50 per hour and is designed to support the Board and Program Coordinator with a variety of functions, including but not limited to:

- digital and hard copy file management
- data input and analysis
- updating forms and facilitator resources
- research to support program development and project delivery
- logistics support
- assist with website and e-newsletter content development
- minute taking at board meetings

Inquiries and Applications: To apply, please submit a resume and cover letter by email to: rjpsc@eastlink.ca
Subject line: Attention: HR committee

Thank you

This position is funded in part by Canada Summer Jobs