



## Restorative Practices in Communities Training Coordinator Job Description

### ABOUT THE ORGANIZATION

The California Conference for Equality and Justice (CCEJ) is a human relations organization dedicated to eliminating bias, bigotry and racism through education, conflict resolution and advocacy.

Since 1963, CCEJ has worked to transform communities to end discrimination, oppression and injustice. Our programs raise awareness, heal conflicts and bridge differences. They operate at two distinct levels: at the interpersonal level, changing hearts and minds with youth, adults and community leaders; and at the systemic level through policy shifts and engaging community to advocate for structural change. CCEJ works in many contexts where differences and conflict exist and can be resolved—in schools, businesses and neighborhoods. Embracing differences and striving for understanding and inclusivity, CCEJ seeks to build a unified, peaceful and safe Southern California, with justice for all.

### OUR APPROACH

Central to CCEJ's work is an anti-oppression and liberatory framework that guides our approach. Within this are the following guiding principles:

- **No one is disposable:** Everyone is important and we need everyone in this work.
- **Forgiveness and redemption are critical parts of justice.**
- **The United States was built on oppression:** Changing how it fundamentally works is the only way to truly end oppression for all.
- **No one is free until all of us are free:** Oppression and justice for all of us are interconnected.
- **Justice can only be achieved together:** Working for justice demands that we build solidarity and work to be allies.
- **Another world is possible:** Oppression can and will end through our collective work.
- **Healing work is justice work:** In order for us to work for the long run, we must center self-care, healing and building resilience in our process.

CCEJ integrates a "*Head, Heart and Hand*" approach in all of our work. We believe that opportunities for learning and growth exist at every point of conflict, interaction and sharing. Dialogue is central to our process. It is difficult and uncomfortable, and requires vulnerability, courage and openness to unpack the issues we explore.



We integrate anti-oppression education (common language, definitions, terminology, concepts) with experiential activities and dialogue (personal story-telling, circle practice, courageous conversations). We approach our partnerships with the recognition that all of us hold powerful knowledge and experiences that can be activated in the service of challenging oppression.

Our pedagogical approach centers around the use and uplifting of personal stories and experiences for the purposes of learning. Throughout our trainings and programs, CCEJ staff intentionally utilize trauma informed and restorative practices in our approach. We look to leverage strong relationships in training spaces to encourage risk-taking, honesty, and curiosity.

## ABOUT THE DEPARTMENT

The Restorative Practices in Communities (RPIC) department offers restorative models and alternatives to traditional approaches of conflict resolution to institutional systems, nonprofit organizations, coalitions, families and communities across Southern California. After an incident of harm or conflict, RPIC brings together the people who are responsible and those who are impacted to address the harm and create agreements to build meaningful justice. Through four core programs - **Restorative Youth Diversion (RYD)**, **Restorative Community Circles (RCC)**, **Raising FUTURES Restorative Parent/Caregiver Education**, and **Restorative Justice Training and Technical Assistance**, CCEJ is developing a more humane and just system for community accountability.

## POSITION OVERVIEW

The Training Coordinator plays a critical role in the successful implementation of CCEJ's expanding Restorative Justice practices training and technical assistance programs serving juvenile justice agencies, workplaces, systems of care, community organizations, nonprofit organizations, colleges and universities, and law enforcement agencies. Reporting to the Director of Restorative Practices in Communities, the Training Coordinator is responsible for the coordination of all operations related to the effective implementation of programs including but not limited to: *Restorative Justice Training and Technical Assistance* and the *Raising FUTURES*.

The Training Coordinator leads the **Restorative Justice Training and Technical Assistance** program. Through this program, CCEJ provides training and technical assistance services to a wide range of agencies that build practitioners' capacity to implement Restorative Justice practices internally in their policies, practices, and



culture, as well as externally with the communities they serve. The Training Coordinator also plays a leading role in organizing quarterly trainings throughout the year for community members interested in learning the foundations of Restorative Justice, Community Mediation (Cultivating Compassion), and circlekeeper training (Healing Harms) to become a volunteer on our Restorative Justice diversion casework.

The Training Coordinator also supervises the Training Specialist position that oversees the **Raising FUTUREs (Families United in Thriving and Understanding Restorative Environments) Parenting/Caregiver Education** program. Raising FUTUREs provides workshops that strengthen nonviolent communication skills, guide participants to use restorative justice principles and practices in their everyday family life, prepare caregivers to advocate for their families in a range of settings including schools and workplaces, and help parents and caregivers guide their children away from the juvenile justice system.

The ideal candidate has a working knowledge of restorative justice, the juvenile justice system, the child welfare system, adult learning theory, and organizational psychology/development. This is a full-time exempt position that will include work on evenings and weekends.

### **RESPONSIBILITIES INCLUDE:**

- Lead ongoing curricula design, delivery, and evaluation of the *Restorative Justice Training and Technical Assistance* program serving wide range of fee-for service partners throughout Southern California;
- Supervise Training Specialist through bi-weekly supervision meetings, oversight of quarterly workplan development and implementation, and weekly operations related to the *Raising FUTUREs* program;
- Coordinate curricula review, redesign, and evaluation of other training programs, including - *Cultivating Compassion Mediation Certification Training*, and *Healing Harms - Restorative Justice Volunteer Training*;
- Lead prospecting, marketing, and partnership exploration of Restorative Practices training and technical assistance opportunities to Southern California agencies, private and public entities, and other potential fee-for-service partners;
- Design recruitment materials and brochures for multiple audiences, including youth, service providers, system partners and administrators;
- Routinely conduct assessments of fee-for-service partners' training and technical assistance services needs in order to identify potential new services to offer;



- Design, pilot, deliver, and evaluate new training and technical assistance services curricula for current and potential fee-for-service partners;
- Make all logistical arrangements for assigned program trainings including securing training venues, managing training registrations & payments, scheduling training consultants, participant communication, coordination of food/refreshments, and material preparations;
- With Program Director and Associate Executive Director, conduct outreach presentations to potential fee-for-service partners on training and technical assistance services on an on-going basis;
- With Program Director, maintain and document strong relationships with current, past, and potential fee-for-service partners through regular communication;
- With Program Director, recruit, train, schedule, and evaluate cadre of training consultants to support delivering training and technical assistance services;
- Support case management team in creating and sustaining professional development workshops for *Healing Harms* volunteers and training consultants after participation in the volunteer training;
- Co-manage RPIC internship program with other departmental staff;
- Attend monthly department meetings, community based coalition meetings and quarterly organizational staff meetings;
- Develop assessment and measurement instruments for evaluating current/future training and technical assistance services;
- In conjunction with Program Director and the Case Management Coordinator, support leadership of the RPIC department in key areas like policies, procedures, department culture, team morale, and alignment with organizational mission;
- Monitor training program budgets and expenses with an effort to economize on expenses.

## QUALIFICATIONS

The successful candidate will demonstrate the following:

### Required

- At least four years of experience in designing, implementing, and evaluating training and technical assistance content for adult learners;
- Extensive experience in training facilitation, and dialogue for varied groups, including youth, educators, system partners and community members;
- At least four years of experience working in social justice field with intersectional lens of power and liberation;



- At least two years of experience in program geographical and service expansion;
- At least two years of experience in supervising direct reporting staff;
- Experience in building fee-for-service partnerships with workplaces, system partners, parent and/or youth groups, group homes, and other service providers;
- Experience working with and supervising staff and volunteers;
- Strong commitment to CCEJ's mission and work;
- Knowledge of computer software programs (Microsoft Office Suite, Adobe Acrobat, Survey Monkey and other database systems);
- Strong ability to be self-motivated in executing work responsibilities;
- Highly organized, proactive and detail-oriented, with the ability to effectively and efficiently manage deadlines and multiple tasks;
- Ability and willingness to work weekends and evenings as needed;

#### Preferred

- Knowledge of and skills related to working with people who have experienced trauma, conflict, and violence;
- Experience with Restorative Justice practices, conflict mediation, and/or dispute resolution;
- Bilingual Spanish/English strongly preferred

#### **SALARY & BENEFITS**

Salary range is \$55,000 - \$60,000. This position is full time, exempt. Compensation is based on experience. Benefits include medical, dental, vision, Life/ADD/LTD insurance, 403b retirement matching and generous vacation, sick and wellness accrual.

Please submit a cover letter and resume with subject line *"Training Coordinator"* to Daniel Solis, Associate Executive Director, at [dsolis@cacej.org](mailto:dsolis@cacej.org) by **Friday, April 5, 2019, 5pm.**