

Job Opportunity – **Administrative, Research, & Policy Support**

About the job

Location: This role is remote, with the expectation of occasional in-person meeting attendance as required.

Hours: 15 hours/week

Compensation: \$30/hour

Purpose of the Role: *This role provides essential administrative, research, and policy support to the Restorative Justice Association of British Columbia (RJABC), ensuring the smooth operation of its initiatives and effective engagement with its members and stakeholders.*

Key Responsibilities:

- **Communication Management:**
 - Monitor the RJABC general email inbox and respond to inquiries promptly and appropriately.
 - Prepare and disseminate various forms of communication, including emails, letters, social media content, web updates, presentations, and project summary reports for both internal and external stakeholders.
- **Administrative Support:**
 - Provide comprehensive administrative support for committee meetings, projects, annual events, and initiatives. This includes, but is not limited to:
 - Assembling and distributing meeting packages.
 - Recording and preparing accurate meeting minutes.
 - Securing meeting spaces and arranging hospitality as needed.
 - Preparing travel claims for approval.
- **Information and Data Management:**
 - Manage the Society's electronic file management system, which involves scanning and filing documents, creating/maintaining organized files, and culling duplicate or obsolete records.
 - Monitor media outlets for topics pertinent to RJABC's work and compile weekly summaries of findings.
- **Research and Policy Development:**
 - In collaboration with the Executive Director, conduct thorough research and prepare written documentation, such as briefing notes and proposals, to support policy initiatives and other strategic and operational priorities of RJABC.
 - Conduct additional research on relevant topics to support broader organizational objectives.
- **Project Coordination:**





RESTORATIVE JUSTICE

Association of British Columbia

- Coordinate the use of tools and platforms that facilitate seamless communication and collaboration across various project activities, including organizing commonly accessible files and managing video/teleconferencing platforms.
- **General Support:**
 - Perform other duties as required to support RJABC's operational needs and strategic objectives.

What we're looking for

- **Administrative Support Experience:** Demonstrated ability to provide comprehensive administrative and operational support.
- **Organizational Prowess:** Highly organized with exceptional attention to detail.
- **Communication Skills:** Superior written and verbal communication abilities.
- **Technical Proficiency:** Competence in using office software, communication platforms, and file management systems.
- **Research & Analytical Skills:** Ability to conduct research, analyze information, and synthesize findings.
- **Policy Analysis & Development:** Strong understanding of policy frameworks, ability to analyze existing policies, identify gaps, and contribute to the development of new policy initiatives.
- **Collaboration & Teamwork:** Capacity to work effectively with others and support organizational goals.
- **Proactive & Resourceful:** Ability to anticipate needs and find solutions.
- **Alignment with Mission:** Understanding of and commitment to the purpose of the Restorative Justice Association of British Columbia.

You are someone who...

- ...is **highly organized** and thrives in managing multiple tasks and priorities.
- ...possesses **exceptional attention to detail**, ensuring accuracy in all communications and administrative tasks.
- ...is a **meticulous record-keeper**, adept at maintaining accurate and organized files, both physical and electronic.
- ...communicates **clearly and professionally**, both in writing and verbally, adapting your style to various audiences.
- ...is **proactive** and anticipates needs, taking initiative to support the smooth operation of the organization.
- ...is **resourceful** and capable of finding effective solutions to administrative and logistical challenges.
- ...has a **strong work ethic** and is committed to supporting strategic objectives.
- ...is **adaptable and flexible**, willing to take on diverse duties as required.
- ...is a **collaborative team player**, able to work effectively with colleagues and stakeholders.
- ...is **analytical and research-oriented**, with the ability to gather, interpret, and synthesize information for policy development and reporting.





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Association of British Columbia

- ...is **committed to the mission and values** of restorative justice.
- ...is **proficient with technology** and comfortable using various digital tools for communication, collaboration, and data management.





RESTORATIVE JUSTICE

Association of British Columbia

About Restorative Justice Association of BC (RJABC)

Restorative Justice Association of BC (RJABC) is a non-profit organization, dedicated to strengthening and advocating for the expansion of restorative justice in British Columbia since 2018. Restorative justice in British Columbia has evolved through Indigenous knowledge, faith-based traditions, and the efforts of various community stakeholders since the 1980s. Regional networks of restorative justice programs have developed across the province. In 2014, community-based providers held visioning sessions that led to two key outcomes: the establishment of province-wide program standards focused on victim support, and the decision to create a provincial body to enhance restorative justice initiatives. In 2016, the Restorative Justice Provincial Steering Committee was formed to establish a not-for-profit association under the BC Societies Act.

Equal Opportunity Employer

At RJABC, we wholeheartedly embrace the vibrant tapestry of diversity and inclusion in our workplace. We know that a varied team not only enriches our work environment but also propels us toward achieving our goals. As an equal opportunity employer, we warmly invite candidates from all walks of life and abilities to join us in our journey. Every unique skill and perspective add to the fabric of our team, and we truly value what each individual brings to the table.

Our Values

Dignity

We recognize the inherent worth of individuals and treat everyone with respect.

Integrity

We stand by our ideals, live by our values, and strive to keep our commitments.

Humility

We seek, consider, and value others' perspectives.

Transparency

We are committed to open and honest communications and actions.

Justice

We advocate for opportunities to repair harm, address human needs, and promote the transformation of people, relationships, and social systems.

