

Job Opportunity – Engagement & Projects Coordinator

About the job

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

Hours: 15-20 hours/week

Compensation: \$30/hour

Purpose of the Role: The Engagement and Projects Coordinator role is crucial for fostering a vibrant and engaged membership base while providing dedicated support to key restorative justice initiatives and events. This position ensures seamless project execution and enhances the overall value and reach of the Restorative Justice Association of British Columbia (RJABC).

Key Responsibilities:

- **Training Initiative Support:**
 - Actively support the successful delivery and comprehensive evaluation of the foundational restorative justice training initiative, contributing to its effectiveness and continuous improvement.
- **Event Planning & Coordination (Provincial RJ Symposium):**
 - Provide dedicated support to the planning committee for the annual BC Provincial RJ Symposium.
 - Coordinate all event logistics, including sourcing venues, obtaining quotes, managing travel arrangements, organizing catering, overseeing audiovisual briefings, and liaising with internal teams to ensure a successful and impactful symposium.
- **Relationship Building & Professional Development Events:**
 - Plan and organize engaging relationship-building and professional development events tailored for restorative justice service providers and justice partners. This involves end-to-end coordination to create valuable networking and learning opportunities.
- **Participant Engagement:**
 - Facilitate seamless participant engagement for all events, managing registration processes, addressing inquiries, and conducting post-event feedback surveys to gather insights for future improvements.
- **Membership Growth & Enhancement:**
 - Maintain and update the membership database, ensuring accuracy and completeness.
 - Develop and implement strategies to increase membership numbers and enhance active member engagement.
 - Identify and implement initiatives to enrich membership benefits, ensuring high value for all RJABC members.
- **High-Standard Communication:**
 - Ensure all organizational communication is conveyed to the highest standards of clarity and professionalism.



- Guarantee that all key stakeholders are adequately informed through established organizational channels.
- Evaluate and report on the effectiveness of communication strategies, continuously seeking improvements.
- **General Support:**
 - Perform other duties as required to support RJABC's operational needs and strategic objectives.

What we're looking for

- **Project Management & Coordination:** Proven ability to plan, execute, and evaluate projects and events from conception to completion, ensuring seamless delivery and continuous improvement. This includes managing logistics, timelines, budgets, and resources.
- **Event Planning & Management:** Extensive experience in coordinating large-scale events, including venue sourcing, vendor management (catering, A/V), travel arrangements, and internal team liaising to ensure successful outcomes.
- **Relationship Building & Stakeholder Engagement:** Demonstrated success in developing, nurturing, and maintaining strong relationships with diverse stakeholders, including members, partners, service providers, and volunteers.
- **Membership Management:** Experience in maintaining and updating membership databases, developing and implementing strategies for membership growth and retention, and identifying/enhancing member benefits.
- **Communication & Outreach:** Exceptional written and verbal communication skills, with the ability to convey organizational messaging clearly, professionally, and consistently across various channels.
- **Participant Engagement & Support:** Strong focus on ensuring a positive experience for participants, including managing registrations, addressing inquiries, and collecting feedback for continuous improvement.
- **Administrative Acumen:** Strong organizational skills, attention to detail, and the ability to manage administrative tasks efficiently to support operational needs.
- **Strategic Thinking & Evaluation:** Ability to contribute to strategic objectives, evaluate the effectiveness of initiatives, and identify areas for improvement.
- **Technical Proficiency:** Competence in using relevant software for database management, event registration, communication (e.g., email marketing, social media), and general office tasks.
- **Training & Development Support:** Experience in supporting the delivery and evaluation of training initiatives.
- **Adaptability & Flexibility:** Willingness to undertake diverse tasks and support overall operational and strategic needs.
- **Alignment with Mission:** Understanding of and commitment to the purpose and values of the Restorative Justice Association of British Columbia (RJABC).



You are someone who

- ...is a **meticulous planner** and an **exceptional organizer**, with a keen eye for detail in project and event execution.
- ...is **proactive** and takes initiative to ensure successful outcomes, anticipating needs and addressing challenges.
- ...is a **natural relationship builder**, genuinely enjoying connecting with people and fostering strong partnerships.
- ...is **highly communicative**, able to articulate ideas clearly and professionally across various platforms.
- ...is **results-oriented** and driven by the desire to achieve and exceed objectives, especially in membership growth and engagement.
- ...is **service-minded**, consistently striving to provide a seamless and positive experience for members and participants.
- ...is **adaptable and flexible**, comfortable managing diverse tasks and responding to evolving organizational needs.
- ...is **resourceful** and capable of problem-solving effectively to overcome logistical hurdles.
- ...is **analytical**, able to evaluate effectiveness and identify opportunities for continuous improvement.
- ...is **detail-oriented**, ensuring accuracy in all aspects of project coordination and data management.
- ...is a **collaborative team player**, able to work effectively with internal teams and external stakeholders.
- ...is **passionate** about the mission and values of restorative justice.



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.

