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## Community & Volunteer Engagement Coordinator Job Posting

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Position Status: Full-time, 35 hours per week  
Level: Job Grade 4  
Start Date: Negotiable

### Scope of Position:

Community Justice Initiatives is accepting applications for a Community & Volunteer Engagement Coordinator.

The primary role of the Community & Volunteer Engagement Coordinator is to oversee and provide direction to CJI communications, community engagement activities, the volunteer program and provide support to the fund development committee. Reporting to the Executive Director, the Community & Volunteer Engagement Coordinator will collaborate with leadership to develop and implement the strategy for all external communications to raise the profile of CJI's activities and funding needs.

Community Justice Initiatives is an organization which has pioneered innovative programs in restorative justice for 40 years. Our mission is to inspire safe, healthy and peaceful communities, one resolution at a time.

### Roles and Responsibilities:

#### Communications

- Oversee CJI's social media communications
- Coordinate revisions and creation of new internal and external agency materials (brochures, posters, etc.)
- Participate in conferences and speaking engagements to promote CJI and Restorative Justice

#### Community Engagement/Mobilization

- Initiate and oversee projects and activities that deepen volunteers' understanding of restorative justice
- Coordinate and facilitate agency orientation for potential volunteers, community members and new staff
- Participate in relevant community committees
- Coordinate staff participation in community festivals

#### Fundraising and Event Management

- Identify and pursue opportunities for third-party events
- Coordinate the planning of fundraising events – including assessment of current fundraising events, and coordinate calendar of future events

- Coordinate the planning in collaboration with other staff for program, agency and community events. Provide expertise in the development, organization, administration and execution of special events

#### Volunteers/Students

- Oversee all aspects of volunteer/student management, including, but not limited to, recruitment, interviewing, onboarding, recordkeeping, training manuals
- Develop and maintain a system of recordkeeping for volunteer files, statistics, policies and database
- Ensure all volunteer data is entered into Sumac database in a timely fashion
- Coordinate volunteer recognition events

#### Fund Development Strategy

- Assist with the funding strategy – track potential funding sources, submission of outgoing applications & proposals, development of funding strategy in partnership with the Leadership Team
- Chair and coordinate activities of the Fund Development Committee in cooperation with the Executive Director

Attendance at staff and team meetings

Compilation of statistics

Miscellaneous duties as needed

#### **Skills, Competencies and Requirements:**

- Post-secondary education in Public Relations, Communications or Volunteer Engagement is an asset; or experiential equivalent
- In-depth knowledge and understanding of restorative justice
- Ability and passion to work through an anti-oppressive/anti-racist lens
- Experience in community engagement and outreach
- Expertise with donor & contact management software; proficiency with SharePoint and MSOffice and social media is necessary
- Excellent speaking and writing skills with proficiency in public speaking
- Highly collaborative style, experience developing and implementing communication and fundraising strategies
- Experience in a not-for-profit setting is preferred
- A criminal reference check will be required, however, a criminal record may not necessarily preclude employment
- Must have flexibility to work occasional evening or weekend hours

This posting will be open until **May 7, 2021 at 4 p.m.** Please submit your resume and cover letter to Sheila Martin, [sheilam@cjiwr.com](mailto:sheilam@cjiwr.com) or mail to:

Community Justice Initiatives

49 Queen St. N. 3<sup>rd</sup> Floor

Kitchener, ON N2H 2G9

*CJI welcomes and encourages applications from equity-seeking groups. We will accommodate the needs of qualified applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) in all aspects of the selection process. Thank you for your interest, however, only those selected for an interview will be contacted.*