



250 28th St. West, Prince Albert, SK S6V 4S9
parklandrestorativejustice.com
info@parklandrj.com

Job Description: Executive Director

HOURS: This is a 1FTE position

PAYMENT: Salary and benefits are based on Mennonite Church Canada guidelines.

POSTION SUMMARY: The director oversees an inmate visitation program at the Saskatchewan Penitentiary, and an offender reintegration program for those who have committed sexual offences. Additionally, they are responsible for overall operational management of the organization, including administration, fundraising, promotion, staff supervision, and board relations.

ORGANIZATION DESCRIPTION:

Parkland Restorative Justice is a small faith-based restorative justice organization based in Prince Albert, Saskatchewan. Originally started by the Conference of Mennonites of Saskatchewan (now Mennonite Church Saskatchewan) in 1974, the organization is now composed of a local ecumenical board. Currently the organization receives significant funding from Mennonite Church Saskatchewan, local congregations, and Public Safety.

RESPONSIBILITIES:

Programming:

- Coordinate inmate visitation and oversee offender reintegration programming:

Inmate Visitation – Person to Person (P2P) program

Offender Reintegration – Circles of Support and Accountability (CoSA) program

- Recruit and discern appropriate volunteers and offenders for programming.
- Offer quality training and orientation to volunteers.
- Coordinate and attend weekly P2P prison visits between inmates and volunteers.
- Find creative ways to recognize and appreciate volunteers.
- Coordinate a Christmas banquet and June BBQ for all P2P inmates and volunteers.
- Work as a team member with prison staff and community justice professionals to receive referrals, help with offender reintegration, consult on participants, and plan events.
- Offer a pastoral presence and unconditional acceptance to program participants regardless of offences, spirituality, ethnicity, and temperament.

Board Relations:

Parkland Restorative Justice is a charitable organization providing positive social support to those in the justice system.

- Attend board meetings and, as necessary sit on committees.
- Provide a director's report at meetings, and communicate in between meetings pertinent information.
- Bring strategic direction and program development recommendations to the board.
- Help with board recruitment and training.

Administration:

- Submit monthly expense claims, donations, and bills, to bookkeeper and ensure all other receipts from board members and staff are submitted.
- Review monthly income/expense sheet from bookkeeper - communicating with bookkeeper any errors or changes in allocation.
- Prepare annual budget for Board approval.
- Maintain appropriate insurance coverage.
- Oversee submission of annual financial review to accounting agency.
- Ensure annual federal and provincial charitable registrations are renewed.
- Submit grant budgets and necessary reporting for grants.

Fundraising:

- Work jointly with the Board to ensure diverse and a sustainable base of funding.
- Spearhead fundraising campaigns, and events.
- Write grants and donor requests to Churches.
- Track all donation sources, and provide information to Board regularly on updates to donor acquisition and loss.
- Find creative ways to engage and thank donors, and work with bookkeeper to provide donation receipts.

Promotion:

- Initiate and coordinate public speaking opportunities.
- Develop relationships with prison staff and leadership of partner agencies, churches, foundations, and referral sources.
- Produce annual newsletters for supporters to share impactful stories, and share about organization's activities.
- Oversee website and Facebook pages to create appealing and relevant content for visitors.

Staff Supervision:

- Hire personnel as programming demands, in consultation with the Board.
- Supervise personnel
- Assist bookkeeper with setting up payroll and setting wages for new personal.



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QUALIFICATIONS

1. Bachelor's degree and/or comparable experience in restorative justice, conflict resolution, social work, psychology, or criminal justice preferred.
2. Knowledgeable and committed to restorative justice approaches.
3. Experience in non-profit management and supervision of staff.
4. Sound professional judgment and decision-making skills.
5. Ability to work with marginal peoples, and people from diverse backgrounds, including varied religious traditions; strong interpersonal skills.
6. Experience dealing with bureaucratic institutions.
7. Experience with recruiting, coordinating, and supervising volunteers.
8. Excellent verbal and written communication skills, public speaking experience preferred.
9. Strong organizational skills and attention to detail.
10. Experience with Fundraising and Communications/Marketing.
11. Strong intuitive/discernment skills.
12. Familiarity and work experience with offenders/penal systems.
13. Ability to work independently with little supervision.
14. Willingness to work flexible hours as position demands.
15. A clean criminal record check.
16. A valid driver's license.

For more information, or to apply, **please send a cover letter and resume with three references** to Jacquelyn Janzen at jacqjanzen@hotmail.com.

APPLICATION DEADLINE: position open till filled

ANTICIPATED START DATE: AUGUST 2020

Check out parklandrestorativejustice.com for more info on the organization

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