



Network Coordinator (Full-time, 35 hours/week)

About Restorative Justice Initiative (RJI): RJI is a citywide, multi-sector network of practitioners, advocates and community members seeking to increase support for, and access to, restorative justice approaches for all New Yorkers.

In five years we have built a highly-engaged network of hundreds of New Yorkers, and an active list of more than 3,300 New Yorkers who benefit from our communications and events. This year we are looking to expand our network to include currently under-represented constituencies such as justice-involved youth, public school students, returning citizens, elected officials and faith communities.

Position Summary: The Network Coordinator will be responsible for maintaining and growing RJI's coalition of individuals and institutions that promote restorative principles, practices, and programs in our communities.

We are looking for a highly organized, self-directed, community-minded individual with deep roots in New York City, to work remotely, but in close communication with the Founding Director. *Please note that all meetings and events will take place online until it's no longer deemed a risk to public health to meet in-person.*

Specific responsibilities include:

Managing logistics of network (35%)

- Add and update constituent profiles in constituent relationship management database

- Identify potential leaders and support their leadership development to become RJ advocates in their communities.
- Coordinate and assist with the promotion of RJI events

Outreach and network development (50%)

- Represent Restorative Justice Initiative at meetings and events
- Identify current trending topics related to crime, criminal justice reform, school discipline, school to prison pipeline, violence, community, racism, policing, etc. and compose tweets presenting a restorative perspective
- Serve as liaison to key stakeholders in the organizing of community events
- Recruit participants for circles, focus groups, forums, workshops, and seminars as needed
- Develop RJ 101 presentations to share with community groups (depending on level of skill and knowledge)
- Develop and implement grassroots outreach strategy that supports the goals of RJI

Build online resources to serve network members (10%)

- Post/repost articles of interest and videos on social media.
- Assist with the creation and distribution of communications related to RJ principles, events, and news.

General Admin (5%)

- Processing/reviewing donations
- Meeting with staff

Required qualifications include:

- Self-directed and detail-oriented

- Demonstrated commitment to social justice and [RJI's mission](#)
- Creativity and interest in working collaboratively
- Familiarity with NYC nonprofit and local government ecosystem
- Training or experience with restorative justice as a participant or provider
- Ability to learn and document online systems
- Accuracy in data entry
- Experience with Google Suite in a collaborative environment
- Commitment to social justice

Desired qualifications include:

- Fluency in language/s other than English
- Public presentation skills
- Some familiarity with Little Green Light or similar CRM platform
- Experience with social media outreach, including for organizing
- Creativity and interest in working collaboratively

Reports to: Founding Director

Compensation and Benefits:

Salary \$45,000 annually. Full-time employees are expected to work 35 hours per week. Choice of three health insurance plans, dental benefits, life insurance and long-term disability available. 20 days paid vacation, 15 sick days and 12 holidays annually. Monthly, unlimited metrocard provided. 10% employer matching contributions to 401(k) retirement plan with 5% employee contribution.

Location: New York City

This position is largely remote but requires being based in the New York City metro area. Travel required within the five boroughs. Infrequent travel outside New York City Metro area.

Equal Opportunity Statement: Restorative Justice Initiative is an Equal Opportunity Employer and believes that the diversity of ideas, experiences and cultures that our employees contribute to our organization is our greatest advantage, and we are proud to be an inclusive and equal-opportunity workplace, where all applicants and employees are considered for hire, promotion and job status without regard to sex, race, religion, creed, color, national origin, alienage or citizenship status, gender (including gender identity or expression), sexual orientation, marital or partnership status, age, disability, height, weight, handicap, Vietnam era or disabled veteran status or any other protected characteristic protected under federal, state or local law. Candidates of all backgrounds are encouraged to apply. Candidates that have been directly impacted by the criminal legal system or school pushout are encouraged to apply.

If interested in applying, please send your resume with a cover letter to info@restorativejustice.nyc with the subject line “Network Coordinator Application.” Applications accepted on a rolling basis, the first review of applicants will happen after June 10, 2020.