Program Manager, Dialogue for Justice (Full-time, 35 hours/week)

About Restorative Justice Initiative (RJI)

Restorative Justice Initiative (RJI), founded in 2015, is a Partner Project of the Fund for the City of New York. We are building a community of New Yorkers who reflect the diversity of our city to expand healing and non-punitive responses to harm at the personal, neighborhood and systemic levels.

We envision a city in which justice is seen as effective when it centers healing, builds stronger communities and promotes individual and institutional accountability, and when everyone has access to prevention and healing from interpersonal and systemic harm.

About Restorative Justice

Restorative justice is a relational philosophy and practice for addressing conflict and/or harm. This approach invites everyone impacted to develop a shared understanding of both its root causes and effects. Restorative practices address the needs of those who have been harmed, while encouraging those who have caused harm to take responsibility.

About the Position

Dialogue for Justice is a pilot program launching in the summer of 2025, in which RJI will recruit, convene and train a cohort of experienced restorative justice practitioners to facilitate restorative dialogue processes between harmed parties and responsible

parties in both open criminal cases before the Kings County Criminal Court and Supreme Court and any voluntary referrals that flow from these processes, including family and friends for both parties. The goal for this work is to create referral sources for cases – as part of diversion or sentence mitigation - that currently have limited opportunities to be resolved restoratively, while also expanding the pool of restorative justice facilitators who are available to work with the impacted parties. The Dialogue for Justice Program Manager will oversee all aspects of development and implementation of the pilot, including: facilitating regular cohort practice groups, coordinating caseflow with system stakeholders, and tracking outcomes.

Dialogue for Justice Program Manager
specific responsibilities include:

- Lead the development and implementation of RJI's Dialogue for Justice pilot.
- Support a cohort of restorative justice practitioners preparing to facilitate response to harm cases.
- Conduct outreach with criminal legal system stakeholders to identify eligible cases, including conferencing cases with judges, prosecutors, and defense attorneys.
- Oversee and facilitate restorative justice processes including conducting outreach, screening, preparation, and facilitation with all participants.
- Coordinate with organizations who provide training in victim/offender dialogue, community conferencing and other restorative practices designed to address harm and promote healing.
- Work closely with other RJI staff to ensure that the program model is consistent with organizational values and practices.
- Assist with creating and drafting grant proposals and delivering funder reports.
- Provide oversight of and manage case documentation, data entry, and court reporting for all program work.
- Establish and nurture relationships with a range of referral sources to address a variety of needs for participants.

- Oversee compliance of court-mandated services and review written compliance reports to be submitted in court.

Job Qualifications:

- Training and experience with restorative justice practice required
- 4-10 years of relevant experience within the criminal legal system, and/or at a restorative justice diversion program.
- Excellent communication and group facilitation skills and willingness to try new and different approaches to engagement and group-based work
- Interest in and experience with managing people and projects
- Experience having complex conversations around a diverse set of issues including but not limited to violence, conflict, healing, and racial justice
- Must possess the ability to work with people from diverse backgrounds in a culturally-competent manner
- Strong time management and project management skills
- Ability to collaborate with a variety of different stakeholders and members of the community, and
- Humility, humor, and steadfastness to one's values are a huge plus.

Desired qualifications include:

- Written fluency in language/s other than English
- Proficiency with Google Suite and CRMs; familiarity with Little Green Light is preferred

Location: New York City

This position is largely remote but requires being based in the New York City metro area. You will need to attend in-person meetings in New York City at least once a week.

Equal Opportunity Statement:

Candidates who meet most, but not all of the requirements above are encouraged to apply.

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, accessible and equal-opportunity workplace, where all applicants and employees are considered without regard to race, color, religion, creed, sex, actual or perceived gender, gender identity and gender expression, sexual orientation, actual or perceived age, height, weight, ancestry, national origin, marital status, partnership status, familial status, alienage or citizenship, handicap, disability, pregnancy, childbirth, and related medical conditions, sexual and reproductive health decisions, military or veteran status, criminal conviction (except as otherwise provided by law) or arrest record, credit history, actual or perceived status as a victim of domestic violence, sex offense or stalking, genetic predisposition, caregiver status, known relationship or association with a person who is within one of the aforementioned classes, salary history, unemployment or any other legally protected characteristic.

Restorative Justice Initiative is committed to the full inclusion of all qualified individuals. If you require reasonable accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to info@restorativejustice.nyc.

Candidates of all backgrounds are encouraged to apply. Candidates that have had to overcome significant obstacles in connection with the juvenile justice system or school pushout are encouraged to apply.

Reports to: Founding Director

Compensation and Benefits:

Salary $70,000 annually (Full-time). 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 or a $100 per month work-from-home reimbursement, depending on the ability to work remotely. 10% employer matching contributions to 401(k) retirement plan with 5% employee contribution.

To Apply

If interested in applying, please send your resume with a cover letter explaining why you're a good fit for this position to info@restorativejustice.nyc with the subject line "Program Manager - DFJ." Applications accepted on a rolling basis, the first review of applicants will take place after August 15th, 2025.