



Administrative Coordinator

Job Posting

The Alberta Restorative Justice Association (ARJA) is a non-profit society that works to increase the understanding of Restorative Justice (RJ) and support the delivery of RJ programming and services across Alberta.

ARJA's work is expanding. Our team needs to grow to support an exciting new Project. ARJA is looking for an *Administrative Coordinator* who has leadership, organizational, and communication skills to liaise with diverse groups across Alberta.

The Administrative Coordinator is a 30hr/week contract position working directly with ARJA's Board of Directors, Committees, and other contractors.

Roles and Responsibilities:

- support ARJA's Board in its mission and vision to promote restorative justice through leadership, establishing relationships, and increasing the understanding of restorative justice in Alberta,
- provide administrative services to ARJA's Board, Committees, Event Coordinator, and Project Coordinator(s), through correspondence, record keeping, communication with stakeholders, ARJA's members, and the public,
- assist with grant writing, follow-up reporting, as required,
- update and monitor ARJA's website, directory, and social media,
- coordinate Board, Committee, Conference and Project work, which may require travel.

Skills:

- organizational, detail oriented, and time management skills,
- ability to work independently, take initiative, and also work as a team member,
- strong interpersonal and relationship building skills,
- excellent written and verbal communication skills,
- proficiency with Microsoft Office and experience in website design, maintenance, and use of social media.

Qualifications:

- related education and minimum of 3 years experience in administration (Certificate, Diploma and/or Degree),
- experience working in a not-for-profit environment,
- own workspace/home office and computer, and
- interest and/or basic knowledge of Restorative Justice.

Interested candidates may submit their Resumes along with a cover letter to Jan Moran c/o Selection Committee at moranjan2@gmail.com

Submission Deadline: September 29, 2023.

Starting Date: November 1, 2023.