



Canadian Friends  
Service Committee

(QUAKERS)

[www.quakerservice.ca](http://www.quakerservice.ca)

## Employment Opportunity – Criminal Justice Program Coordinator

Canadian Friends Service Committee (CFSC) is the peace and social justice agency of The Religious Society of Friends (Quakers) in Canada. CFSC works to alleviate suffering and develop transformative and sustainable approaches to human rights, justice, and peace.

CFSC has a staff position available at the national office in Toronto. The Criminal Justice Program Coordinator is a half-time position (17.5 work hours/week). The Coordinator administers and performs the work of the program, led by a committee of Quakers who set directions for the program. This position has some flexibility to be expanded up to 4 days/week (28 hrs) for additional criminal justice work and for administrative tasks for CFSC as a whole. This will be discussed with all potential candidates.

Work includes:

- Research, education, and writing on criminal justice-related issues
- Policy dialogue on criminal justice-related issues
- Administering community-based grants, workshops, and training
- Relationship building in the justice community
- Administrative support to the program and program activities
- Administrative support to CFSC as a whole, if the job is expanded.

The Criminal Justice Program currently works on two key areas: the impact of incarceration on children of incarcerated parents, and issues relating to penal abolition and alternatives to prison.

The ideal candidate would have a background in **two or more** of the following: restorative justice, prisoner rights, children and child rights, and the Canadian Criminal Justice system.

**Compensation:** for half-time justice position \$24,970—\$27,745 annual to start, or depending on agreed upon expansion of the position the salary range would be \$39,064—\$43,504, plus generous benefits package.

**For detailed information visit:** <http://quakerservice.ca/jobs>

**For more information about CFSC and its work on criminal justice issues, visit:**  
<http://quakerservice.ca/our-work/justice/>

### How to Apply:

If you have the gifts and skills required, we welcome your submission including:

- Cover letter

- Three references (1 personal, 2 work-related)
- Resume outlining your qualifications and your interest/leading to serve as staff within CFSC

Please email your application package to CFSC at: [gfi@quakerservice.ca](mailto:gfi@quakerservice.ca). No phone calls, please. While we wish to acknowledge all applicants, only those selected for an interview will be contacted.

**Application Deadline: 9 am (Eastern) on Tuesday, October 29, 2019.**

*Canadian Friends Service Committee is an equal opportunity employer.*

**The following pages include:**

- A list of gifts and abilities desired in the Criminal Justice Program Coordinator
- The job description

## **Gifts and Abilities desired in the Criminal Justice Program Coordinator**

### **Essential:**

- University degree in relevant field and/or equivalent experience, and a background in criminal justice issues
- Demonstrated ability to work independently and be self-directed and work with limited supervision
- Demonstrated ability in stakeholder engagement and working in partnerships and coalitions
- Demonstrated ability to liaise and collaborate with others on large and long-term projects
- Demonstrated ability to facilitate meetings and exercise leadership and diplomacy when working with external agencies
- Demonstrated ability in professional writing (developing educational materials, articles, and policy documents)
- Experience in monitoring research findings and issues in a manner that informs the work
- Experience engaging with government and non-governmental organizations
- Ability to be flexible and responsive to the changing direction of the program and Committee priorities
- Experience in organizing events and facilitating workshops
- Experience public speaking and giving presentations at conferences or other events
- Strong organizational and administrative skills
- Good small group leadership skills
- Technological competence (Word, Excel, Skype, online document management system, social networking, etc.)
- Financial and administrative skills (draft/manage program budget, expense reports, reporting, etc.)
- Openness and willingness to learning about and work with Quaker belief and practice.
- Imagination/creativity
- Patience and a sense of humour
- Commitment, energy, and enthusiasm

### **Highly desirable:**

- Grounding in Quaker practice; attender or member of a Quaker Meeting
- Background in legal and human rights related issues
- Understanding of penal abolition and prisoner rights
- Understanding of Quaker agencies/coalitions and their areas/ways of work
- Experience with people involved with the criminal justice system or incarcerated people

## **Program Coordinator Criminal Justice Committee (0.5 FTE)**

The Program Coordinator's role is to facilitate the work of the Program Committee.

Accountability is to the Clerk of the Program Committee and to the Executive Committee of CFSC and through them, to CFSC membership.

The content of the Program Coordinator's work is set by the Program Committee in accord with the over-all program direction and strategic plan of CFSC.

The Program Coordinator uses Quaker methodology in the decision-making and implementation of projects, research, and education activities.

The Program Committee has an important role in identifying, and discerning the appropriateness of new work and ensuring that the Program Coordinator's workload is manageable. To this end, the Program Coordinator's record of work will be reviewed monthly by the Program Committee's Clerk.

The job description may be modified from time to time through the staff review process carried out at set intervals according to CFSC Personnel Policy.

### **Program management**

- Coordinate, administer, and help develop Canada-based programs, and as appropriate internationally-based, programs and projects.
- Inform Friends of the process of developing a project partnership and, when directed to do so by Program Committee, consult with partners in the development of a CFSC project proposal.
- Receive and review correspondence, materials, and concerns and bring them to the attention of the Program Committee Clerk and members for their consideration.
- Serve as the primary person responsible for the Program Committee budget and managing program expenses in according with CFSC policies and procedures.
- If needed, prepare and submit applications to external funders and comply with their reporting requirements.

### **Research**

- Facilitate the evolution and strengthen the effectiveness of the program activities by researching (or assisting volunteers who are researching) relevant issues.
- Attend meetings and conferences as directed or approved by committee.
- With the Program Committee, monitor public discourse on issues related to the program and bring forward information and opportunities to the committee's attention.

### **Education**

- Develop, update, and distribute resources (e.g., pamphlets, policy papers, website content, etc.) to educate Friends and the wider community on issues related to the work and CFSC.
- Ensure consistency in the design of all CFSC resources by working closely with the Communications Coordinator and Program Assistant. Ensure that resources go through the Communicaitons Coordinator before they're sent out.

- Create, facilitate, and participate in presentations, workshops, public forums, and special interest groups for Monthly Meetings or other interested groups, including organizations and communities, educational institutions, and government bodies.

### **Relationships & Partnerships**

- Maintain relations with relevant partners, organizations, ecumenical coalitions, inter-faith working groups, networks, and other Quaker agencies by either representing CFSC or supporting/collaborating with any Canadian Friends named to serve on these organizations. Priority is given to groups in which CFSC holds a membership.
- As appropriate, prepare and monitor agreements with, and financial contributions to organizations in which CFSC or Program Committee is a member or pays Canadian Yearly Meetings' membership fees, or to which CFSC as a whole makes a contribution. Seek and review reports from relevant representatives to these agencies.
- Maintain relationships with a range of stakeholders related to the Program Committee's work (e.g., policy makers, academics, representatives (Indigenous, State, NGO), and other Quaker agencies).
- Maintain relations and facilitate communications with Monthly Meetings as required.
- As appropriate and when possible, facilitate visits to international partners by Quaker volunteers and visits to Canada by international partners.

### **Practical Assistance**

- Coordinate and administer Program Committee grants and projects by: ensuring application documents or proposals are up-to-date and in accordance with CFSC's policies; assisting applicants; reviewing requests and forwarding requests to the Program Committee; preparing agreements and payments to approved grantees or project; and monitoring reporting.
- Provide support and networking assistance, if needed, on the work related to Program Committees by Friends and Monthly Meetings (e.g., Truth and Reconciliation Calls to Action, skills training in restorative justice approaches, local peace actions).
- Provide support to partners through actions as: preparing and contributing to joint statements; assisting with legal proceedings and litigation; preparing materials and presentations; facilitating trainings; assistance with attending relevant meetings; etc.
- As appropriate, prepare a plan for project visitation (Canada-based and overseas) and update as needed in order to enhance the mutual learning from service experience, and to be duly diligent in the administration of projects.

### **Policy Dialogue**

- With the Program Committee, develop policy positions on program issues that are consistent with CFSC's purpose and strategic plan, for discussion and dialogue with Friends, partners, policy makers, and others. If Canadian policy is negatively affecting an overseas partner, the Program Committee has a moral obligation to engage Canadians on the issue.
- Draft letters and statements on Program issues, including responses to government and legislation.
- Support input into policy process (e.g., consultations) at the national and international level, or facilitate Quaker participation, directly or through partnership organizations.
- As appropriate, coordinate international related-work with Quaker UN Offices, attend and represent CFSC (and FWCC on certain files, if needed) at international meetings, and organize and host meetings with representatives (Indigenous, State, NGOs) at Quaker House in Geneva and New York.
- Engage with federal and provincial government representatives and, as appropriate, meet with diplomatic Embassies to advance work.

## Tasks common to all staff

### Fundraising

- All staff contribute to the preparation of fundraising proposals for work related to their program.

### Administration

- Contribute to CFSC strategic plan and strategic plan reports.
- Attend staff meetings and place items on the agenda as appropriate.
- Assist the Clerk of the committee for which they provide staff support in preparing agenda and documents. Attend meetings of the committees for which they provide staff support, all staff may attend Board, Executive Committee, and Personnel Committee meetings by invitation or by their own request to comment and provide information as needed.
- With the Clerk, ensure minutes are taken at meetings and circulated in a timely manner.
- Provide relevant information to Program Assistants and work with them as needed.
- Carry out general office tasks: answer phone calls; maintain orderly work files; maintain office equipment; prepare expense claims; monitor, distribute and respond to correspondence as appropriate; respond to requests and redirect requests as appropriate.
- Complete monthly time-sheets including tracking time and expenses for ancillary political activity (see "Finance – tracking ancillary political activity").
- Complete and circulate to their clerk/supervisor an annual work and professional development plan. Use the plan as a tool to monitor progress during regular check-ins with the clerk/supervisor.
- Monitor expenses and, financial statements, and assist in the development of budgets for the committees for which they provide staff support.
- Work with committee for which they provide staff support, and CFSC as a whole, to report on, monitor, and evaluate the CFSC's strategic plan.
- If needed, assists the Clerk/supervisor in facilitating communications with committee members and associates.
- If requested, serve on the Travel Management Team.

### Education

- Program staff and the Communications Coordinator ensure appropriate article(s) for each issue of *Quaker Concern* by writing articles and/or finding others to contribute and assisting with proofing.
- Send information on program, events, resources, issues, etc. to the Communications Coordinator and Program Assistant for sharing through CFSC communications channels (website, E-News, social media, *Quaker Concern*, or to CFSC Liaisons).
- Undertake professional development with the approval of the clerk/supervisor and General Secretary.
- Attend Canadian Yearly Meeting sessions as required or as directed by Clerk/supervisor.

### Other

- When unexpected situations arise, assist with supporting other staff when they are out of the office or have asked for assistance, by immediately consulting with the staff person (if available) and meeting with the remaining staff to determine and implement the best course of action. Before leaving the office for a vacation or work, ensure that anticipated work has a plan of action; at times this may entail making arrangements with another staff person to take care of specific pieces of work.
- Other tasks as assigned by clerks/supervisors. Significant additional work assignments are to be communicated to the Personnel Committee by the clerk/supervisor.

**Administrative Support for CFSC as a whole if work is expanded**

- Maintains CFSC's filing system, transfer to archives, and digital files.
- Assists with the coordination of the logistics for CFSC members' meetings.
- Acts as CFSC's privacy officer.
- Provides office support such as answering the phone, producing labels for mail outs, management of travel information, etc.
- Other tasks as assigned. Were