

TRAINING & CAPACITY BUILDER

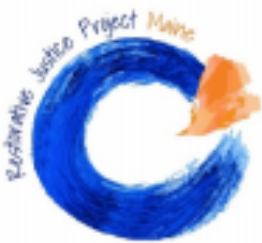
Restorative Justice Project Maine Overview

Established in 2005, RJP Maine provides restorative practices support for K-12 schools, higher education institutions, and social services organizations, as well as incarceration facilities. We also support harm repair processes for adults and youth in Maine.

Position Overview

Our Training and Capacity Building team is growing and we are looking for a new full-time member with passion and wisdom to share! The Training and Capacity Builder role is for anyone with diverse experience in training and coaching individuals and organizations in implementing restorative practices. The position can be based out of any of our midcoast offices (Belfast, Rockland, Damariscotta). A hybrid remote position is possible. Compensation offered includes a full-time salary, commensurate with experience/qualifications, as well as a wide range of benefits including paid time off, retirement savings with employer matching benefits, professional development opportunities, flexible work schedule, and full health and dental insurance.

How to Apply



Please submit your cover letter and resume in one document to training@rjpmaine.org. Please limit your cover letter to one page. Formal review of applications will begin Monday, July 22.

The Restorative Justice Project is an equal opportunity employer. We welcome applications from all individuals, regardless of race, color, national origin, gender, age, physical characteristics, social origin, disability, religion, family status, pregnancy, sexual orientation, gender identity, gender expression, veteran status or any unlawful criterion under applicable law. We are committed to treating all applicants fairly and avoiding discrimination. Restorative Justice Project Maine is committed to strengthening our culture and our diversity, equity, and inclusion practices. Candidates who are willing to contribute to this goal are especially encouraged to apply. As a matter of policy, RJP conducts background checks and asks for references for prospective employees and volunteers. However, we believe the experiences of those with criminal histories and systems involvement would bring valuable perspective and depth to this position.

T&CB Builder Job Description

We are looking for a passionate and experienced individual! Are you ready to engage communities and organizations in learning about restorative practices? You will be invited to evaluate needs and current practices and to further develop and support community learning about restorative practices. Someone who is committed to equitable learning and development practices, is able to connect authentically with diverse members of our community, attempts to

embody restorative practices, and is well-grounded in the use and facilitation of restorative practices is needed! Here's how you would support our team:

Responsibilities

Co-create an annual training and coaching schedule to meet the needs and requests for restorative culture and practice building to our external partners and internally within our organization. Create an annual budget to identify and incorporate models to diversify the team's revenue to support the growth and expansion of restorative practices by seeking and developing opportunities for contractual and grant-funded training and coaching projects. Provide opportunities to share informational content, exercises, and experiences that help people to understand and grow with restorative principles and values in both their own mindset and practices, as well as organizational policies, programs, and processes.

Internally

- Provide foundational on-boarding, as well as continuing education, to all organizational roles of RJP Maine, including Executive Director, Board, Staff, and active Volunteers.
- Provide Foundations and Harm Repair series training as needed for New Volunteers of RJP Maine
- Participate in weekly community learning sessions with Restorative Justice Managers.

Externally

- Market and Communicate Training and Coaching Opportunities
- Maintain accurate records, including class schedules, participant rosters, attendance, etc. Become familiar with the organization's engagement software.
- Provide Two remote Foundations series per year, in spring (Mar-Jun) and fall/winter (Sept-Dec or Nov-Feb), in partnership with the University of Maine.
- Provide remote Foundations and/or Harm Repair Training as needed. Coordinate and monitor enrollment, schedules, costs, and training equipment.
- Response to outside organizational and community-based requests by creating agreements, relationship charters, and contracts, where appropriate.

Ensure all developed and delivered session curriculum plans are well-aligned with core principles and values of restorative practices while removing accessibility barriers and fully supporting racial and social equity in all aspects of the work. This includes:

- Actively seeking the expertise of folks with lived experience to inform and deliver content with full compensation.

- Keeping up to date with relevant teachings and advancements in restorative and related fields of growing knowledge and practice.
- Being an active member of the Race Equity working group of RJP Maine to unlearn implicit biases and implement inclusive and accessible practices and policies.

Develop a responsive whole school approach to bringing restorative practices into local K-12 schools and colleges/universities that supports their full implementation over time with support from RJP Maine staff and volunteers. Produce a collectively defined set of annual goals/priorities with a related work plan; outline the work of the coming year from start to completion involving deadlines, milestones and processes; use this plan to lead, manage, resource, measure, deliver, and communicate about diversion programming.

- Continue to update and revise course content and teaching methodology to maintain currency and relevance.

Grow and support the Training and Capacity Building team of builders, as opportunity and organizational standing allows, including with Staff, Volunteers, Collaborators, and Partners.

T&CB Builder Requirements and Qualifications

- Restorative practices or related field “intermediate” or “advanced” level training or “certifications”, including circle facilitation, mediation, non-violent communication, etc.
- At least two (2) years previous experience as a trainer, coach, or consultant in restorative practices with organizations (including schools)
- Committed to racial equity work and participating in organization-wide race equity efforts
- Proficient computer skills, Microsoft Office (Word, PowerPoint, Outlook, and Excel), Google “Docs”, and instructional software
- Strong project management skills with the ability to coordinate multiple projects (can create timelines, schedules, and self-manage time efficiently)
- Strong interpersonal skills and ability to work within a team approach to grow healthy organizational practices, including dismantling perfectionism, navigating tension with openness, and other inclusive and equitable practices
- Able to analyze problems and strategize for better solutions through the embodiment of restorative practices
- Knowledge of evaluation techniques, metrics, data analysis, reporting and budgeting or a willingness to be trained
- Excellent organizational and leadership skills

- Presentation and group facilitation skills
- Willingness to work flexible hours including some evenings and the occasional weekend
- Knowledge and sensitivity to issues of diversity, poverty, addiction and mental health

Additional Position Details:

- **Work Location:** While working from home and remote work is permitted, candidates must be willing and able to perform work throughout our four county area: Sagadahoc, Lincoln, Knox, or Waldo Counties. Current office locations are in Belfast, Rockland, and Damariscotta. A hybrid remote work position may be possible.
- Must have reliable transportation.
- United States Citizen or Green Card (Required).

Additional Job Information:

Salary: \$50-60,000 depending on experience

Benefits: 100% health care premium (employee only), 100% dental, generous vacation, 3% SIMPLE IRA match, 100% Paid family and medical leave up to 12 weeks.

Applications: Review of applications begins Monday, July 22, position will remain open until a suitable candidate is found.

To apply: Send resume, cover letter, and references to Training@rjpmaine.org with the subject: Training and Capacity Builder

Start Date: Fall 2024

Restorative Justice Project Maine is committed to providing a workplace of diversity and inclusion. Candidates who can contribute to this goal are encouraged to apply.