

Calgary Youth Justice Society

Provincial Youth Justice Committee (YJC) Engagement Coordinator

A Provincial Youth Justice Committee (YJC) Engagement Coordinator is required to support First Nation, Metis, and all Alberta Youth Justice Committees (YJCs). This is a new and evolving position that will work with and strengthen Alberta YJCs. The coordinator will work 35 hours per week with an ability to work from home and in the evening. Travel around Alberta may be required and the successful candidate is not required to reside in Calgary.

Be a part of an amazing team and positive culture and use your unique strengths, skills, and experience to help young people in Alberta access an impactful diversion opportunity.

About Youth Justice Committees

Youth Justice Committees use restorative practices to offer young people an alternative to the court system. Community volunteers bring together young people, their families, victims, and justice system representatives to address harm, encourage accountability, and find meaningful ways to move forward. Through open dialogue and community-based resolutions, these committees support healing, responsibility, and positive change.

For more information about Alberta Youth Justice Committees please visit ayjc.ca

About Calgary Youth Justice Society (CYJS)

For 28 years the Calgary Youth Justice Society has been helping young people find what is strong in their lives through programs proven to build resilience, reduce risk and nurture community connections. Our approach is always strength focused, seeing beyond what's wrong to nurture what's strong. Our impact is young people who feel valued and supported to be a part of their community in a meaningful way.

For more information about CYJS please visit cyjs.ca

Role Description

The **Provincial Youth Justice Committee (YJC) Engagement Coordinator** is responsible for expanding and strengthening the Youth Justice Committee program across Alberta through community engagement, stakeholder collaboration, and direct support to existing and emerging YJCs.

Key Responsibilities

1. Provincial Expansion and Community Engagement

- Increase awareness of the YJC program across rural and urban communities throughout Alberta.

- Deliver educational and informational presentations to community groups, and justice partners.
- Promote youth diversion practices and generate interest in establishing new YJCs in communities where they are not yet present.
- Support current YJCs in local outreach efforts to broaden the program's reach.

2. Volunteer Recruitment, Development & Support

- Strengthen established YJCs by ensuring volunteers have access to training, best practices, and resources needed for success.
- Support volunteer recruitment efforts, including advertising, screening, interviewing, and onboarding strategies.
- Develop and maintain volunteer processes, tools, guides, manuals, and recognition initiatives to build consistent and high-quality volunteer engagement across Alberta.

3. Stakeholder Engagement & Relationship Building

- Provide community education on the value of youth diversion and restorative justice principles to encourage the growth of YJCs.
- Build and maintain strong relationships with justice stakeholders (ie Victim Service organizations and Restorative Justice Programs) to support the effective delivery of YJC programs in both rural and urban settings.
- Work collaboratively with local YJC committees to enhance service delivery and strengthen their impact within their communities.

Primary Goal

The Provincial YJC Engagement Coordinator's main objective is to support YJCs in developing, retaining, and empowering a robust provincial network of volunteers who contribute to strong, sustainable Youth Justice Committees across Alberta.

Reporting Structure

This position reports directly to the **CYJS Program Director** and collaborates closely with Alberta's provincial partners, including the **Government of Alberta – Ministry of Justice**, and the **Public Safety and Emergency Services Ministry**.

What You Bring:

Competencies and attributes required for success in this role:

- Energetic and self-directed, with effective time management, project management, and organizational skills
- Strong understanding of volunteer services, including recruitment, intake and engagement processes, and best practices
- Program development experience
- Social media and Marketing experience
- Event planning and management
- Proven passion and experience in supporting volunteers
- Exceptional interpersonal and communication skills - verbal, written and presentation
- Proficiency in data management, reporting and standard Microsoft office software
- Proven skills and experience managing relationships

Other Requirements

- Post-secondary education or diploma in volunteer management or related field is preferred
- A minimum of 2 year's experience in volunteer management, community engagement, or a related role is preferred
- Experience working within the justice system is an asset
- Clear Police Check including Vulnerable Sector Search and Child Intervention Check
- Private and reliable home office with sufficient internet coverage for delivering programming and working from home
- Reliable vehicle for travel
- Ability to work flexible hours (evenings and weekends)

Compensation

Competitive compensation with the following benefits:

- Employer-paid extended health, dental, life and disability and AD&D benefits
- Employer-matched GRSP contributions
- Employee & Family Assistance Program
- Annual vacation days entitlement starting at three weeks, wellness days, 13 paid statutory holidays, additional time off between Christmas and New Years
- Annual Professional Development allowance

How You Apply:

Please direct your cover letter and resume combined in one document indicating **“Job Opening – Provincial YJC Engagement Coordinator”** in the subject line of your email to hr@cyjs.ca.

Posting will remain open until a suitable candidate is found. No phone calls. Only those candidates selected for an interview will be contacted.

At CYJS we strive to recognize, nurture and celebrate the diversity of the youth and volunteers we serve, and we are committed to removing barriers to inclusion in all aspects of our organization and service delivery. It is our intent to have a workplace that reflects the diversity of the communities we serve, and we encourage applicants from diverse backgrounds, abilities and experience to apply. We are committed to providing reasonable accommodations to qualified applicants with disabilities in the employment application process.

With respect, gratitude, and accountability, Calgary Youth Justice Society acknowledges the traditional lands of the Blackfoot Confederacy which includes the Siksika, Kainai, Piikani Nations, the Îyârhe Nakoda Nation, Tsuut'ina Nation, the Métis Nation of Alberta, Region 3 and we honour all people who make their homes in the Treaty 7 region of Southern Alberta. We see and celebrate the many strengths of Indigenous people and commit to reflect upon and change our ways of knowing, being, and doing so that we can truly work towards reconciliation in a meaningful way.