**EMPLOYMENT OPPORTUNITY**

 **JOB POSTING**

**Mistawasis Nêhiyawak**

**Justice Coordinator**

**SUMMARY:**

Mistawasis Nêhiyawak is presently seeking a passionate, dedicated professional to fill the position of Justice Coordinator.

Under the direct supervision of the Director of Iron Buffalo Centre, the Justice Coordinator is responsible for the administration and operations of the Community Justice Program and staff. The Community Justice Programs overall objective is to reduce at-risk behaviours and reduce reported incidents of criminal offence through community readiness and community mobilization initiatives utilizing commonly used crime prevention strategies.

**DUTIES AND RESPONSIBILIES:**

* Develops, communicated and implements the necessary service plans and operations of the Justice Program.
* Administers the program Contracts/Agreement requirements and maintains positive working relationships with agencies and partners.
* Development and implementation of the policies, procedures and practices including the development of job descriptions for all new employees.
* Plans, implements and assists with the evaluation of the programs and services offered in the Justice Program and resources.
* Planning, development and implementation of the Community Justice Program through recruitment and establishment of mandate, terms of reference, etc.
* Communicates and collaborates with partners, stakeholders and community groups to create a “Community Action Plan” to address engagement and intervention with the target audience.
* Assesses community readiness and willingness to address existing and emerging issues through community engagement strategies. Develops best practice tools and resources for parents and practitioners to support the target audience, practitioners and staff to address and mitigate at-risk behaviours and criminal activity. Conduct regular performance monitoring and assessment to ensure the project is progressing as planned.
* Develop a sustainability plan for the program.

**QUALIFICATIONS:**

* Post Secondary Degree: Human Justice Degree or related discipline equivalent to;
* The ideal candidate will have several years of experience in related field of Justice.
* Able to plan, develop and implement strategic plans & processes.
* Ability to administer and manage Contracts and Agreement;
* Supervision skills, Evaluation skills, Proposal writing skills.
* Ability to communicate effectively orally and in writing.
* Ability to develop and maintain effective working relationships with Program heads, outside agencies, funding agencies and general public.
* Ability to meet deadlines.
* Must possess a valid driver’s license.
* Criminal Record Check and a Vulnerable Records Check is required.

**Deadline for Applications: May 10, 2024**

To apply, please submit your resume and cover letter detailing your qualifications along with three (3) references to:

**Mistawasis Nêhiyawak Fax: (306) 466-2299**

**P.O. Box 250 Email:** **hr@mistawasis.ca**

**Leask, Saskatchewan**

**SOJ 1M0**

**Only successful applicants will be contacted for an interview.**