

# Restorative Justice Coordinator Job Description

## **Job Description:**

An opportunity to bring juvenile justice, schools, and Missouri communities together to stop the school to prison pipeline. We are looking for an individual to work 20 hours per week as the Restorative Justice Coordinator (RJC) to organize, manage, and facilitate all aspects of the SToPP Grant with the MO Developmental Disabilities Council.

This includes but is not limited to: administer project and assist in training, scheduling, developing marketing materials, organizing events, creating and distributing surveys, managing grant deadlines and evaluations. The RJC will oversee community engagement events, presentations to community groups, attend restorative justice trainings, conduct site visits, and facilitate community conversations.

**Education and Experience:** Bachelor's degree in a related field with experience in social justice, juvenile justice, or education required.

**Proficiencies:** good writing, organizational, and planning skills; strong interpersonal skills and ability to coordinate diverse groups for a common purpose; capability of working efficiently and independently.

This position will require some travel including overnights. Working remotely will be available when appropriate.

Submit resume with letter of interest to Marcia Hazelhorst, Executive Director P.O. Box 1332, Jefferson City, Mo 65102-1332 by October 28, 2022. MJJA is an Equal Opportunity Employer.