



Imagine a Just Community
COMMUNITY JUSTICE INITIATIVES

**Fresh Start: Launch
Service Coordinator
Job Posting**

Position Status: Full time, 6-month contract
Hours: 35 hours per week
Wage: \$21.03/hour
Start Date: September 28, 2020 or TBD

Scope of Position:

To plan, coordinate and facilitate connections between women, non-binary and trans folks incarcerated at Grand Valley Institution for Women (GVI) and the employment and/or entrepreneurial sector in Waterloo Region and the surrounding area. As a result, people residing at GVI will have greater access to information, mentors, and other resources to better develop and launch their business ideas. Equally, the employment and/or entrepreneurial sector in Waterloo Region will create opportunities for incarcerated people to access their resources.

The Fresh Start: Launch Service Coordinator will work closely with the Director of Programs and the Stride team. The successful candidate will consult, and partner with the Stride team to build on the objectives of Stride. This includes, overseeing the delivery of workshops inside GVI, overseeing and evaluating Fresh Start: Creations both inside GVI and out in the community, assisting women in Circles with their reintegration employment goals, seeking out and participating in community engagement opportunities, and building new community partnerships to support reintegration.

Key Responsibilities:

- Connect people in prison with a diversity of local small business/entrepreneurial resources
- Find, train, and facilitate local university programs, business leaders, mentors, and community-based programs to enter GVI to support people with their business development goals
- Ensure that a minimum of 16 hours facilitated content is delivered over the course of the 6-month term to people residing in GVI
- Assist with the process of supporting people on escorted leaves from GVI to access community-based programs
- Support *Fresh Start: Creations* inside GVI and in the community

- Support people in Circles with their employment goals
- Measure and report on project outcomes
- Attend and assist with CJI and Stride events as required
- Miscellaneous other duties as necessary

Skills, Competencies and Requirements:

- Post-secondary education in Business or Social Enterprise, or the equivalent experience
- Able to practice and advocate for restorative justice values in the workplace and in the community
- Possess existing connections to the small business and/or entrepreneurial community(s), or past experience as a community builder
- Entrepreneurial thinking: able to develop and maximize new opportunities
- Volunteer Management: able to screen, train and supervise students and volunteers to assist with this project
- Advocacy: able to work with a diversity of stakeholders to meet the project targets and address barriers as they arise
- Comfort with working with a diversity of business development ideas including, but not exclusively; crafting, food services, landscaping, and/or tech-based enterprises
- Excellent organizational skills and attention to detail
- Proficient with Excel, website management, and social media
- SharePoint and database experience and asset
- Familiarity with information management and program evaluation
- Excellent written and oral communication
- Ability to work both autonomously and collaboratively in a team
- Pass a Reliability Clearance security check, as required by Grand Valley Institution
- This role requires working a flexible schedule, including some evening work, especially Tuesday and Thursday evenings, and occasional weekends.
- * Access to reliable vehicle, a valid Ontario "G" class driver's license and minimum of \$1M liability insurance

This posting will be open until September 14, 2020. Please apply with a resume and a letter of intent describing your interest in and qualifications for this position to:

Kate Crozier
 Community Justice Initiatives
 49 Queen St. N., Kitchener, ON N2H 2G9
 Fax 519-744-6502
kate@cjiwr.com

Interested candidates will have the opportunity to have a meeting to talk further about their suitability for this role.