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|  | Phone: (530) 564-2324 | |
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[**Program**](http://www.newjobvacancies.org/accounts-finance-jobs/administrative-and-outreach-coordinator-seeds-community-resolution-center-berkeley-ca/) **Assistant Job Description**

Yolo Conflict Resolution Center (YCRC) is a nonprofit community organization that provides conflict resolution and restorative justice services including mediation, facilitation, and training.

YCRC is seeking a motivated individual with experience and interest in restorative justice.

## Position: [Program Assistant](http://www.newjobvacancies.org/accounts-finance-jobs/administrative-and-outreach-coordinator-seeds-community-resolution-center-berkeley-ca/)

**General Job Description:**

The Program Assistant will report to the Restorative Justice Program Coordinator and the Executive Director.

**Responsibilities (include but are not limited to):**

* Coordinate with community partners on the coordination of restorative processes
* Collaborate with the RJ Program Coordinator on the implementation of services
* Engage in outreach and advocacy for the advancement of restorative practices and other services of YCRC
* Follow-up on all RJ sessions with participants
* Represent YCRC on community committees
* Provide data tracking and evaluations of all RJ sessions
* Recruit, screen and coordinate training of YCRC volunteers
* Assist in the supervision of YCRC volunteers
* Other duties as assigned by the Executive Director

**Qualifications:**

*Minimum Requirements*

* Familiarity with restorative justice, conflict resolution and mediation practices
* Experience scheduling conferences, meetings, or equivalent
* Experienced in Microsoft Office programs as well as database management
* Strong oral and written communication skills
* Excellent listening skills
* Strong customer service skills
* Must pass background check for working with youth

*Desired Characteristics*

* Bilingual in Spanish/English
* Experience in case management of clients or patients either from the nonprofit sector or social services (internship experience considered)
* Training and experience in restorative practices / mediation
* Experience in compiling statistical reports for grants

**Time Commitment**:

* 40 hrs./week
* Flexible schedule (some evenings/weekends for special programs)

**Target start date**: January 2021

**To Apply**: Please e-mail your resume and cover letter as two separate attachments with the subject line “Your Name –PROGRAM ASSISTANT” to [kara@yolocrc.org](mailto:kara@yolocrc.org)