

# Seward Longfellow Restorative Justice

## Program Director – 20 hours per week

Seward Longfellow Restorative Justice seeks a candidate who is a creative thinker, passionate about social change, and interested to envision and shape the next phase of the organization's history. This is a dynamic time to join the SLRJ team! Interest and support for restorative justice and transformative justice is growing, around the neighborhood and across Minnesota. This position has primary responsibility for direct service roles and works closely with the Executive Director to maintain the health and vision of the organization.

### Case Management

- Manage case referrals from various sources (Minneapolis Police Department, Hennepin County Attorney's office -- including Youable, Petty Offense Calendar, and juvenile court, Minneapolis Department of Civil Rights) and individual referrals according to our policies and procedures.
- Duties include: all communication with referred participant/guardian or complainant and respondent, coordination of volunteer facilitators and community members, scheduling conferences, keeping confidential files up-to-date.

### Conference Facilitation

- Co-facilitate restorative conference meetings, when a volunteer facilitator is not available or needs to cancel, or a situation requires a staff facilitator. Maintain communication and problem-solve any barriers to completing the Restorative Agreement, including the potential of holding another Conference, until the referral is closed.
- Maintain files and documentation to meet program and contract requirements.

### Volunteer Recruitment and Training

- Recruit volunteers to participate in restorative conferences as facilitators and community members, as circle keepers in response to requests, and in other capacities to support the program.
- Coordinate and conduct facilitator training in collaboration with the Executive Director.
- Provide program orientation to volunteers interested in the community member role.
- Conduct criminal background checks on volunteers in direct service roles.
- Coordinate as a program, or in partnership with sibling agencies, continuing education opportunities for volunteers, at least semi-annually.

### Network with Community Partners

- Maintain and build relationships for restorative service opportunities, volunteer recruitment, and wrap-around services for participants.
- Coordinate program presence at outreach events and resource fairs, with a focus on Seward and Longfellow neighborhood events.
- Respond to requests for interviews for research and student papers.



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## Organizational leadership

- Advance the goals of the strategic vision.
- Provide input and guidance to the Executive Director regarding issues needing attention.

## Administrative Responsibilities

- Determine with the Executive Director a plan for sharing and covering tasks to maintain infrastructure such as: tax reporting, payroll, updating social media, and paying bills
- Attend Board meetings and participate in Committee work when needed.

## Work Environment

The Program Director will manage their schedule and work responsibilities in a collaborative approach with the Executive Director. The position allows for some flexible work hours offsite, with the expectation to maintain regular communication and meet one time per week with the Executive Director. The position requires phone, in-person and virtual communication with program participants and volunteers. Travel may be required to locations in addition to the SLRJ office. The position reports to the Executive Director.

## Experience and Qualification Requirements

- At least 2 years' experience with case management with confidential files
- Knowledge, training and experience in Restorative practices
- Ability to work independently

## Experience and Qualification, Preferred

- Familiarity with Seward Longfellow Restorative Justice
- Experience with supporting adolescent youth and families
- Experience working with volunteers
- Experience working in collaboration with team members
- Multilingual (Spanish or Somali preferred)
- Commitment to racial justice, anti-oppression, and economic justice as an integral part of a multi-racial team and the communities we serve

## Salary and Benefits

- Starting salary: \$22 to \$25 per hour for 20 hours per week
- \$300 per month stipend for benefits, which are the responsibility of the Employee
- Vacation and sick time accrual
- Paid holidays, 14 days per year

**To apply:** Send cover letter and resume to [Michele@SLRJ.org](mailto:Michele@SLRJ.org)

Posted June 27, 2023. Position open until filled.



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