



Job Title: Community Outreach Coordinator
Pay Range: \$45,000 - \$50,000 annually (35hrs/week)
Reporting: This position reports directly to the Staff Lawyer
Hours: Permanent, full-time, 35 hours per week.

JOB SUMMARY

The Community Outreach Coordinator's primary responsibility is to assist in reducing the disproportionate number of Indigenous children in government care and of Indigenous peoples within the criminal justice system by ensuring Indigenous communities are aware of the services offered at the Indigenous Justice Centre and that IJC staff are aware of services offered to children, youth, families and offenders. In addition to this, the Community Outreach Coordinator works directly with the Provincial Director – Indigenous Justice Centres to ensure culturally safe intake and referral processes are in place at the Indigenous Justice Centre.

*Note: References to Indigenous in this job description include all Indigenous persons, including status and non-status persons, as well as Metis and Inuit persons.

QUALIFICATIONS & WORK EXPERIENCE

- Must have at least 3+ years of relevant education and/or other experience related to any of the following: working with indigenous communities, community engagement, workshop facilitation, education, program intake, developing and implementing communication strategies and/or event planning / event management;
- Must have knowledge of Indigenous cultures and an understanding of the local Indigenous cultural environment;
- Must understand what it means to provide a culturally safe environment for clients;
- Must have knowledge of provincial and local agencies that offer support services to Indigenous peoples, in particular for offenders and for children, youth and families (*Knowledge of First Nations funding agreements and programs / services offered directly by First Nation bands is an asset);
- Must be a self-motivated individual with the ability to work with minimal supervision in a team-oriented setting;
- Must have strong written communication skills and be proficient in Microsoft applications, including MSWord, Teams, PowerPoint and Excel
- Must possess strong organizational and file management skills;

- Must have the ability to engage people to build trust and rapport; have effective verbal and listening communication skills;
- Must be able to maintain confidentiality, problem solve and take initiative;
- Must have a valid driver's License, the use of a vehicle and ability to travel; and
- A clear criminal reference check (CPIC) and Vulnerable Sector Clearance will be a condition of employment.

JOB DUTIES AND RESPONSIBILITIES

The Community Outreach Coordinator will, in a culturally safe manner:

- Build and maintain effective relationships with local Indigenous communities and organizations, including First Nations, Tribal Councils, Urban and Metis;
- Play a key communications function to ensure Indigenous communities and service providers are aware of all services offered by the Indigenous Justice Centre, which includes delivering workshops and holding events at the community level, and ensuring widespread availability of materials such as pamphlets and handouts;
- Regularly consult with local child, youth and family programs and services and justice programs and services available to Indigenous people, and keep apprised of waitlist times, eligibility criteria, and other program or service specific matters;
- Coordinate with other Indigenous Justice Centre staff to build a common picture of the legal, social, housing, transportation and health and wellness needs their clients have;
- Provide up to date and case specific resource information to all other Indigenous Justice Centre staff to assist them in meeting their clients legal, social, housing, transportation and health and wellness needs;
- Make introductions of Indigenous Justice Centre staff to Indigenous communities and service providers and vice versa, where necessary;
- Maintain documentation, comprehensive and up-to-date resource binders to be located at the Indigenous Justice Centre as a public resource manual;
- Compile and submit statistical data on a monthly basis with regard to clients served and services delivered, in accordance with the BCFNJC's Data Collection Framework; and
- Regularly update the Provincial Director – Indigenous Justice Centres of activities being undertaken and any resources required for completion of job duties.

HOW TO APPLY

Please provide us with a resume and cover letter setting out how you meet the requirements of this job description. While we are aiming to hire immediately, it is more important to us that we find the right person for this position so we will accept all applications until the position is filled. Please send your application to gaelene@bcfnjc.com