

## Job Posting: Project Manager Teaching Peace/ Restorative Justice Training Collaboration

*Our mission is to cultivate a safe and caring community, reduce crime, and bring together those involved in crime or conflict to be heard, creating justice for all.*

**Position Type:** Project Manager/Marketing project, part time, temporary  
(9 months grant funded)

**Job Title:** Project Manager for Restorative Justice Training Collaboration (RJTC) State Grant

**Hours:** 32 hours a week (limited night and weekend work required)

**Starting Pay: Range:** \$18- \$20 per hour,

**Please Post:** Immediately

**Close Date:** December 21<sup>st</sup>, 2009

### **General Information:**

Teaching Peace is a growing Longmont nonprofit organization whose mission is to cultivate a safe and caring community, reduce crime and bring together those involved in crime or conflict to be heard creating justice for all. Teaching Peace delivers restorative justice services to Longmont and the St Vrain Valley School District. Teaching Peace is also a managing partner of the Restorative Justice Training Collaboration, a cooperative effort to provide training to restorative justice programs in Colorado.

Teaching Peace recently received a project grant through the State Council on Restorative Justice. During the first 9 months of 2010 the RJTC will be developing a new statewide marketing & education project while maintaining a high standard of excellence in service delivery and partnership relationships. The Project Manager will need to have an understanding of restorative justice, collaborations and project management experience. The ideal candidate is a creative problem-solver, has excellent listening skills and superb verbal and written communication skills. The successful candidate will have meeting facilitation skills and be flexible, detail oriented, and able to set priorities according to deadlines. Teaching Peace is an equal opportunity employer.

### **Qualifications:**

- 2-3 years experience in project management or marketing
- Experience and proven success with social networking/marketing
- Clear understanding of restorative justice (practitioner preferred)
- Prefer bilingual (Spanish/English)
- Facilitation and collaborative partnership experience a plus

### **Job Duties include:**

- Manage, monitor, and coordinate the implementation of the project work plan regarding marketing, education, training, and public relations
- Work consistently, creatively and collaboratively with divergent groups from government agencies to non-profits
- Facilitate meetings
- Develop and implement social networking marketing strategy
- Assist with design, evaluation, and modification of the work products
- Maintain a current understanding of the state restorative justice movement
- Establish and maintain effective relationships with all partner agencies
- Attend and participate in meetings with various school, governmental, non-profit, and professional agencies related to restorative justice
- Attend and participate in meetings and presentations involving practitioners and professionals that are interested in learning about restorative justice

- Attend Teaching Peace All-Staff meetings, RJTC and State Council for Restorative Justice meetings
- Data collection and entry for marketing, education and training
- Grant reporting
- Manage project website content and development
- Develop content for all marketing materials with input from collaborators
- Schedule and support project meetings and events
- Assist with marketing and publicity related activities
- Collaborate and communicate as needed with partner agencies
- Work closely with members of the media, state publications and other restorative justice publications to promote this project
- Function as a liaison between Teaching Peace, State RJ Council and RJTC
- Work with contractor to complete marketing materials in a timely fashion.
- Provide progress reports as needed.
- Develop content for all marketing collateral
- Grant writing and fiscal management.
- Take calls from interested parties and respond with resources
- Take on additional tasks as needed

#### **Candidate Qualities:**

- 2-3 years experience in marketing
- Must have excellent writing, spelling, and proofreading skills
- Highly proficient computer knowledge skills in Microsoft Office, web research, social networking and Microsoft Access databases
- Flexible and efficient with ability to prioritize tasks
- Strong interpersonal communication skills (English/Spanish preferred)
- Ability to work professionally and independently with integrity
- Ability to work as a part of a small office team
- Willingness to ask clarifying questions of supervisors as needed
- Enthusiasm for and alignment with our mission and restorative justice
- Maintain open communication with office staff and partner agencies
- Ability to work cooperatively with justice agencies, victim services agencies & school system representatives
- Maintain confidentiality as needed

Please submit **resume, cover letter, salary history, 2 references (one personal, 1 work or school related), and start date availability by December 18<sup>th</sup> at 5pm** to:

[jobs@teachingpeace.org](mailto:jobs@teachingpeace.org) with the subject line reading: **RJTC Project Manager**

Or mail to:

Teaching Peace  
 attn: RJTC Project Manager  
 333 Terry St.  
 Longmont, Co 80501

A background by Longmont Police Department is required. **Applicant must have a valid driver's license, insurance, and reliable transportation.**