



## Call for Applications

### Coordinator – Communitas

#### The Organization

Beginning its work in 1999, Communitas is a non-profit, volunteer-driven organization which works toward a healthy and safe community by facilitating the successful social reintegration of those who have spent time in prison. It works to provide a variety of structured opportunities for (ex-)prisoners to engage with volunteer community members, receive socialization, support, companionship and mentorship, and engage in various informative or capacity-building activities. The organization takes guidance from the principles of Restorative Justice, and believes that the community has an important role to play in criminal justice issues. The present budget of the organization is approximately \$105,000 and employs one full-time position (below) and one part-time support position.

#### Role Description

This full-time role requires you to take a dynamic leadership role in the administration, programming, and strategic planning of a small non-profit organization dedicated to social justice through the reintegration of current and former inmates in the Montreal area. Significant attention will be given to the successful management and growth of our Circles of Support and Accountability (CoSA) project, which facilitates community supports for individuals with a history of sexual offenses.

The role will require you to take a leadership role in and/or oversight of a variety of activities, including but not limited to recruiting, screening, and training volunteers and beneficiaries, cultivating supportive relationships with volunteers and beneficiaries in both group and one-on-one contexts, ensuring the adherence of activities to Communitas policies and project parameters, monitoring spending, coordinating fundraising efforts, completing and/or overseeing narrative, statistical, and financial reporting, and liaising with—and promoting activities to—relevant correctional and community partners as well as general public.

The Coordinator will report directly to the Board of Directors and will work in consultation with the Steering Committee and members of the organization.

The expected start date of this position is September 1, 2018.

#### Core Competencies

##### *Flexibility*

- Hours can be variable and are not limited to regular business days or hours (e.g. circles, open door, meetings with colleagues and clientele)
- Availability may be required on short notice for emergencies or situations requiring imminent response

##### *Vision and Planning*

- Attend to long-term vision of non-profit organization by bringing relevant ideas, policy considerations, needs, and issues to Board of Directors

- Effectively manage large, complex, multi-year projects which require attention to changing objectives and constraints
- Ability to manage, identify and solicit financial support opportunities (e.g. grants, etc.)

#### *Collaboration and Communication*

- Possess excellent English language skills and is comfortable communicating in French as well
- Ability to develop personal and institutional relationships
- Possess excellent communication skills necessary for promoting Communitas' work, reporting, applying for grants, etc.
- Possess working understanding of social and web media

#### *Leadership, Management, and Coordination*

- Possess the ability to effectively oversee and delegate responsibility to employees, contractors, and volunteers
- Ability to craft and monitor annual and project budgets over \$100,000
- Ability to plan and facilitate effective meetings with a variety of demographics
- Ability to work independently and with initiative, as well as part of a team
- Effectiveness with organizational marketing and positioning
- Organize annual membership consultations

#### *(Inter-)Personal Skills*

- Ability to cultivate and maintain trust with individuals from a variety of backgrounds, including those who may be distrustful of others
- Ability to handle situations with discretion, wisdom, maturity, confidentiality, and without prejudice

#### *Experience and knowledge*

- Familiarity and comfort with, and commitment to, field of social reintegration of those who have spent time in prison
- Familiarity and comfort with, and commitment to, principles and ethos of restorative justice work
- Possess working knowledge of Microsoft Office Suite and willingness to learn new technologies
- Experience working with vulnerable populations is an asset

**Note:** This position will require eligibility to work in correctional environments and to have access to protected, confidential or sensitive information, and thus may require background checks as appropriate.

### **Education and Experience**

Graduate degree in a related field is required; however, a strong record of experience in combination with an undergraduate degree may be accepted in lieu of a graduate degree.

### **Salary**

Starting salary at \$43,600 p.a. gross, based on 37.5 hours weekly, and including two weeks paid vacation.

### **Applications**

Applicants should forward a cover letter addressing how they meet the needs of the position and an updated CV (both in pdf format) to the Communitas Hiring Committee by email at [coordinator@communitasmontreal.org](mailto:coordinator@communitasmontreal.org) by August 10, 2018.