Program Director - Healing Harms: Restorative Justice Conflict Transformation Job Description

ABOUT THE ORGANIZATION
The California Conference for Equality and Justice (CCEJ) is dedicated to eliminating bias, bigotry and racism through education, conflict resolution and advocacy. Since 1963, CCEJ has worked to transform communities to end discrimination, oppression and injustice. Our programs raise awareness, heal conflicts and bridge differences at two distinct levels: at the interpersonal level, changing hearts and minds with youth, adults and community leaders; and at the systemic level through policy shifts and engaging community to advocate for structural change. CCEJ works in many contexts where differences and conflict exist and can be resolved—in schools, colleges/universities, businesses, nonprofit organizations, and neighborhoods.

OUR VALUES
CCEJ uses an anti-oppression and liberatory framework to guide our work and organizational culture.

- No one is disposable: Everyone is important and we need everyone in this work.
- Forgiveness and redemption are critical parts of justice.
- The United States was built on oppression: Changing how it fundamentally works is the only way to truly end oppression for all.
- No one is free until all of us are free: Oppression and justice for all of us are interconnected.
- Justice can only be achieved together: Working for justice demands that we build solidarity and work to be allies.
- Another world is possible: Oppression can and will end through our collective work.
- Restorative choices are always available to us: Responding to conflict in ways that build accountability and trust is always a choice we can make.
- Healing work is justice work: In order for us to work for the long run, we must center self-care, healing and building resilience in our process.

CCEJ’s work is focused on building individual and collective power to end structural forms of oppression and cannot happen without all of us. For this reason, CCEJ strongly encourages and welcomes applications from Black people, Indigenous people, LGBTQI+ people, women, people of color, people from working class backgrounds, religious minorities, and people with disabilities.

ABOUT THE TEAM
Healing Harms is CCEJ’s Restorative Justice conflict transformation department, working with communities to create more humane and just ways for people in conflict to find change, accountability, and healing. Through our core programs – Restorative Youth Diversion (RYD) and Strengthening Communities & Organizations through Restorative Engagement (SCORE), staff and volunteers offer restorative models and alternatives to traditional approaches of conflict resolution across Southern California. Healing Harms programs are anchored in Restorative Justice values and practices.
POSITION OVERVIEW
CCEJ seeks a seasoned person that is values-driven, adaptive, self-directed, and passionate about providing individuals, families, teams, and organizations with the highest quality of services, to join our team as Director of Healing Harms: Restorative Justice Conflict Transformation. The Director will lead the successful design, implementation, and evaluation of CCEJ’s conflict transformation programs that provide Restorative Justice practices and process for conflicts and harms occurring in juvenile diversion, to workplace, communities, and families. The Director also supports the recruitment, supervision, development, and retention of Healing Harms staff, volunteers and independent contractors. The Director reports to the Associate Executive Director.

If you were the Director right now, you would potentially be:
- Coordinating prep for onboarding new consultant facilitators for fee-for-service SCORE conflict support
- Supporting Healing Harms team develop and launch tools for complex juvenile diversion cases
- Meeting with potential fee-for-service partners to assess service needs and fit with CCEJ’s approach to Restorative Justice
- Working with a university to work through conflict using Restorative Justice practices

Currently the Healing Harms Director, like all CCEJ staff, work a hybrid schedule of two-days a week in the office and remotely the other three-days a week, with department and staff meetings held in person.

RESPONSIBILITIES INCLUDE:

Department Leadership (35%)
- Develop strong department work culture that is rooted in CCEJ’s values and mission, and supports staff to build robust relationships, engage in healthy conflict, and practice equity with each other and communities they serve
- Lead department staff in developing and implementing standardized Restorative Justice processes in department programs
- Lead department staff in developing and updating technical assistance tools (activities, worksheets, planning tools, circle guides, etc.)
- Develop, implement and review all assessment and measurement instruments for evaluating current/future programming where appropriate and incorporating data into future program design
- Lead design, piloting, delivery, and evaluation of new curricula and tools to meet emerging needs in a range of contexts
- Support department staff with the latest research, evaluation and literature to keep implementation of all programs at the highest quality possible
- Oversee data tracking for department and ensure that all appropriate reporting is conducted in compliance with grants and contracts
- Develop and manage department budget and expenses with an effort to economize on expenses
- Ensure that all organizational policies and procedures are consistently followed
Partnership Development (15%)
- Co-lead prospecting, marketing, and partnership exploration to current and potential fee-for-service partners such as schools, businesses, colleges & universities, child welfare affiliated government agencies, faith communities, nonprofit organizations, and other potential fee-for-service partners
- Represent department and CCEJ in key coalition and partnership meetings connected to juvenile justice, alternatives to incarceration, and community-based conflict transformation policy and advocacy
- Work closely with prospective clients to understand their partnership needs and/or mission objectives and match those with deliverable solutions
- Maintain a strong and ongoing relationship with current and past fee-for-services partners
- Conduct presentations to potential partners on training and technical assistance services as needed

Staff Supervision (15%)
- Supervise Restorative Justice Diversion Program Manager in work performance, program delivery, and professional development
- Support Restorative Justice Diversion Program Manager in supervising diversion program team of 3 full-time staff
- Ensure regular structured reviews of individual staff’s work performance in line with organizational standards and best practices
- Plan and lead regular department meetings focused on departmental work, individual work planning, and community building

Training & Facilitation (25%)
- Coordinate intake, planning, and service deliver for SCORE identity conflict Program fee-for-service contracts
- Provide direct facilitation for CORE fee-for-service contracts
- Utilize CCEJ’s reporting software & documents including circle trackers and spreadsheets to support the reporting of information
- Provide direct training and coaching services to fee-for-service partners
- As needed, maintain a small Restorative Justice Youth Diversion caseload of approximately 2-5 cases a month, with a goal of up to 5 cases per year

Organizational Leadership & Responsibilities (10%)
- Serve as an active member of CCEJ’s Directors Team in providing leadership on organizational needs
- Engage in select foundation fundraising, including proposal development, providing report information, general stewardship and leading site visits
- Provide support and participation for organization-wide development efforts and events
- Support organization-wide learning and professional development

QUALIFICATIONS
The successful candidate will demonstrate the following:

Required
- At least four years of experience in a senior level staff position responsible for program leadership, financial oversight, and staff management
• At least four years of experience in designing, implementing, and evaluating Restorative Justice conflict processes
• Extensive experience in designing, implementing, and evaluating training, facilitation, and dialogue for varied groups, including schools, workplaces, and community settings
• At least four years of experience working in social justice field with intersectional lens of power and liberation
• Demonstrated experience in building multiple fee-for-service partnerships with a focus on businesses, colleges & universities, and nonprofit organizations
• Demonstrated experience working in an equitable, respectful and collaborative manner with marginalized communities targeted by the systemic inequities, such as People of Color, LGBTQIA+ communities, youth, people with disabilities, religious minorities, and immigrant communities
• Proficient understanding of Google Suite (including Gmail, Docs, Forms, Slides, Sheets, Jamboard, and Google Sites), Zoom, Microsoft Office Suite, and Adobe Acrobat
• Strong ability to be self-motivated in executing work responsibilities
• Highly organized, proactive and detail-oriented, with the ability to effectively and efficiently manage deadlines and multiple tasks
• Ability and willingness to regularly work weekends and evenings
• Must have valid California Driver’s License, reliable transportation and proof of insurance.

Preferred
• Experience with implementing anti-oppression and intersectional justice frameworks
• Experience with implementing trauma-informed practices
• Bilingual in English and Spanish or Khmer

SALARY & BENEFITS
This position is full time, non-exempt. Salary range: $71,000 - $75,000. Compensation is based on experience. Strong Benefits Package: medical, dental, vision, Life/ADD/LTD insurance, 403b retirement matching, 33 total vacation, sick, holiday and wellness accrual, and funded professional development.

APPLICATION PROCESS
Please email your resume and responses to the below questions with the subject line “Director of Healing Harms” to Daniel Solís, Associate Executive Director at info@cacej.org. Cover letters are not required. Applications submitted by Friday, September 9, 2022, at 5:00pm will be prioritized. We are unable to respond to direct inquiries about this position (emails, phone calls, etc). Please submit your information following the process. Thank you in advance for your interest.

Please answer the following required question in no more than 200 words:

1) The Director of Healing Harms holds a high level of positional power within CCEJ, so it is important to us to learn about how you view and use power in workplace setting.
   a. How do you balance using positional power with creating trust, accountability, and authentic relationships, especially with teams you lead?
Please select one of the following questions to answer in 200 words or less.

1. As we emerge out of the COVID-19 pandemic, CCEJ is focused on deepening the alignment of our work. One of the ways we will be activating our commitment to justice is by being more direct about the impact of oppression and values around liberation that guide us. We are looking for future team members who are excited about joining us in our journey of speaking truth to power in all of our programming.
   a. *Why is this position the right one for you at this time in CCEJ’s organizational trajectory?*

2. CCEJ is a values-driven organization where we consistently reflect on and seek to activate our core values in decision-making, program delivery, relationships, and other key parts of our organizational culture.
   • *What values are central to your work and how do you activate them day-to-day?*

3. Conflict is an important part of CCEJ’s mission and work. We approach conflict as a healthy and necessary part of relationships between individuals and within communities. We believe that engaging with conflict directly and honestly can serve as a path for change and justice.
   • *How do you engage in conflict at work?*
   • *What are the places you are still growing in?*