

Chilliwack Restorative Justice  
Executive Director

Chilliwack Restorative Justice is seeking a personable, organized, community minded individual to lead our association as Executive Director.

Qualifications:

Education, Training and Experience:

Planning, organization, financial management and control, fundraising, grant writing, communications, policy development and administrative management. Knowledge and skills are typically acquired through completion of a university degree in a discipline relevant to the association or relevant work experience.

Job Skills and Abilities:

- Restorative values as well as knowledge and experience in restorative justice principles and practices
- Excellent presentation, public relations, oral, written, and interpersonal communication skills
- Demonstrated teamwork, leadership, managerial and board of director experience
- Well developed planning, organizing, negotiation, bargaining and decision making skills
- Ability to deal tactfully with sensitive client/victim/volunteer issues

Additional information:

Applicants should possess the ability to function independently and frequently under pressure while managing multiple concurrent project deadlines. Participation at meetings, conferences, and other events may involve long work days, and/or frequent travel and evening or weekend work.

The Executive Director reports to the Board of Directors and experience in this area is an asset.

This position is 30-35 hours each week and employment is reviewed annually. Hours and wages to be discussed with candidates selected for interviews and will be based on education and experience.

An RCMP enhanced security clearance is mandatory for this position. This can be done after hiring; however an initial security clearance must be done prior to hiring.

Cover letter and resume can be submitted at the Chilliwack Crime Prevention Services Office: 45877 Wellington Ave or via email: [chair@restoringjustice.ca](mailto:chair@restoringjustice.ca)

Call 604-393-3023 with any inquiries.

Posting Closes: October 30, 2017