



The Ontario Justice Education Network is hiring!!!

Project Officer – Ottawa OJEN Summer Student Position

OJEN is hiring a **student Project Officer** to assist in the development and delivery of OJEN Youth-Police Dialogues (YPD) in partnership with community organizations in Ottawa. The Project Officer will work with OJEN staff and volunteers to adapt and deliver this justice education program which builds positive youth-police relationships in Ottawa priority neighborhoods. To learn more about this program, please visit our website: <http://ojen.ca/en/program/youth-police-dialogues>.

OJEN is a charitable not-for-profit, non-governmental organization with a province-wide mandate. We develop innovative educational tools that introduce young people to the justice system, help them understand the law, and build their legal capability. We work to help prepare young people to manage the legal aspects of problems that arise in their own lives.

POSITION RESPONSIBILITIES:

- Participate in training, conducted by OJEN staff, which will include workshop facilitation and youth engagement skills, public legal education best practices, etc.
- Participate in relationship-building activities with Crime Prevention Ottawa partner organizations, other community organizations and stakeholders
- Participate in the design/adaptation of OJEN's YPD program for specific Ottawa communities
- Facilitate up to four multi-session YPD programs in four different priority neighborhoods in Ottawa
- Communicate with OJEN staff, justice sector volunteers and community partners
- Support program evaluation (e.g. administration, analysis, and reporting to OJEN staff)
- Support OJEN's communications strategy
- Perform administrative tasks related to the program
- May involve limited travel to Toronto (for training purposes)

All candidates are expected to have some combination of the following qualifications:

- Strong group facilitation skills
- Previous experience in community outreach
- Previous experience working with vulnerable/marginalized youth populations
- Knowledge of or experience with evaluation and reporting
- Knowledge of effective public legal education (PLE) strategies
- Familiarity with Ontario's legal system, particularly criminal law
- Ability to work in both official languages is an asset, but not required (all Youth-Police Dialogues projects for this pilot initiative will be delivered in English)
- High standard of commitment, ethics, respect, care in service delivery to partners and volunteers

Law school, education and social work students are strongly encouraged to apply.

Application Details

This is a summer position only. Candidates **must** be:

- Between 15 and 30 years of age (inclusive) at the start of employment;
- Registered as a full-time student during the preceding academic year;
- Intend to return to school on a full-time basis during the next academic year;
- A student in a secondary, post-secondary, vocational or technical program;
- A Canadian citizen, permanent resident, or person on whom refugee protection has been confirmed under the *Immigration and Refugee Protection Act*; and
- Legally entitled to work according to the relevant provincial legislation and regulations.

Closing date: Friday, March 31, 2018 (12:00 noon)

Start Date: April 23, 2018

Job Location: Ottawa, Ontario

This position is for 16 weeks

30 hours/week, \$17.00/hour

Additional information about OJEN is available online at www.ojen.ca.

Please insert the phrase "Project Officer - Ottawa" in the subject line of the email and submit it to info@ojen.ca or by fax (416) 800-9034 with to the attention: Executive Director.

We thank all applicants for their interest but will only contact those who are short-listed for an interview. Resumes will be kept on file for six months, and then shredded.