

CALL FOR APPLICATIONS:

Director of Outreach Programs



The Ontario Justice Education Network (OJEN) invites applications for a full-time Director of Outreach Programs.

Type: full-time, permanent employment

Location: Toronto, with limited travel throughout Ontario

Compensation: starting salary range \$70,000 - \$80,000 (depending on experience)
plus medical & dental benefits

Qualifications Requirements: training or experience in law; previous work or volunteer experience with vulnerable or marginalized youth

Application Deadline: Thursday, January 31, 2019.

About OJEN

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. Our programs are delivered across Ontario by a staff of 13 and a pool of approximately 1200 justice sector volunteers, including judges, lawyers, police officers, and law students. Thousands of high school students and their teachers participate in OJEN programs each year. We also partner with community organizations, after-school groups, and summer programs to bring our workshops to hundreds of youth in under-served communities. For more information about OJEN, please visit our website: www.ojen.ca.

About the Position

OJEN's Outreach Programs department develops and delivers public legal education (PLE) programs which are adapted to meet the needs of vulnerable or marginalised youth. (For examples of these PLE programs, please visit the [Justice Education Projects](#) section of the OJEN website.) We partner with schools (e.g. ESL classes, section 23 programs) and community organizations (e.g. after-school programs, indigenous friendship centres, community housing, young moms groups, settlement agencies, youth detention centres, etc.) across the province to deliver these PLE programs. The Outreach Programs department is focused on designing and piloting new programs, which we repeat and refine until they are ready to be replicated by our community partners and justice sector volunteers. The Director of Outreach Programs oversees a team of 3 full-time staff, 2 part-time staff, 2 student interns (during school year), 2-3 summer students and 3-9 youth project officers (who receive honorariums for providing specific project support). All full-time, part-time and intern staff work in the Toronto office, while youth project officers and summer students are employed across the province. (Oversight responsibility of summer students and youth project officers is shared among departmental staff.)

Job Description

The Director of Outreach Programs will:

- Oversee OJEN's Outreach Program department to meet annual departmental goals. These include (but are not limited to):
 - Work collaboratively with departmental staff to design/develop new OJEN outreach projects, providing particular guidance and feedback on public legal information content, project evaluation and reporting.
 - Provide initial/limited legal review of program materials developed by departmental staff. (Final legal reviews provided by OJEN justice sector volunteers with expertise in specific legal areas.)
 - Work with Executive Director, departmental staff and graphic designer to develop standardized replication templates (e.g. agendas, activity guidelines, workshop materials, feedback forms, etc.) for OJEN outreach programs.
 - Work with Executive Director and other OJEN staff members to develop standardized training materials for OJEN volunteers facilitating outreach programs.
 - Work with Executive Director and departmental staff to ensure grant/project reporting is completed on time.
 - Work with departmental staff to develop new outreach program partnerships with community and school partners (province-wide).
 - Supervise program managers, project leaders, project officers, and interns within OJEN's Outreach Programs department, paying special attention to staff located in remote/satellite offices.
 - Convene periodic departmental meetings.
 - Monitor performance management and work plans for departmental staff.
 - Monitor budgets for various project grants which fall within the OJEN Outreach Programs department.
 - Ensure departmental compliance with required record keeping and information sharing.
 - Work with the Executive Director to address performance or disciplinary issues within the department.
 - Work with Executive Director to train new departmental hires.
 - Facilitate OJEN outreach programs when departmental workload requires.
 - Travel occasionally within Ontario for meetings and some project facilitation.
- Participate in organizational activities. These include (but are not limited to):
 - Relationship-building with organizations and individuals involved in justice education activity.
 - Work with the coordination team to share information and develop collaborative approaches to meeting organizational goals.
 - Comply with OJEN Board policies and with procedures.
 - Participate in the development, monitoring and reporting of OJEN's strategic plans.
 - Contribute to organizational projects and challenges as requested.
 - Participation in communications strategy.
 - Participate in the development of project funding proposals with the Executive Director.
 - Support local OJEN committees, as needed.

Qualifications

OJEN's staff complement is comprised of lawyers, educators and individuals with a background in community-building or the not-for-profit sector. **This position requires the following:**

- **Training or experience in law**
- **Previous work or volunteer experience with vulnerable or marginalized youth**

Additionally, all candidates are expected to have some combination of the following qualifications:

- Training or experience in education (especially knowledge of effective public legal education strategies)
- Supervisory/management experience
- Experience in program design
- Project management skills
- Experience with project evaluation and reporting
- Experience in the not-for-profit sector
- Collaborative approach to working (both within the organization, and externally with community organizations, the education and justice sectors)
- Strong critical thinking skills and a motivated problem-solver
- High degree of professionalism in both demeanour and communications
- Familiarity with Ontario's legal system and different areas of law
- Excellent written and oral communications skills
- Comfort and familiarity with public speaking
- Strong administrative ability and editing skills
- Ability to work in both official languages is an asset, but not required.
- High standard of commitment, ethics, respect, care in service delivery to partners and volunteers

How to Apply

Please send a **cover letter and CV/resume** to info@ojen.ca, addressed to the attention of Jess Reekie, with the subject line "**Director of Outreach Programs: Application from [your name]**". Please note, we will only consider applications from individuals who provide both a cover letter and CV/resume.

Applications are due by 11:59 pm on **Thursday, January 31, 2019.**

A small number of candidates will be selected for interviews, which will take place between February 7th and February 15th. (Only candidates selected for an interview will be contacted.)

Anticipated start-date is March 4, 2019.

