The Ontario Justice Education Network is hiring!!

Project Officer – Hamilton
Canada Summer Jobs Position

OJEN is hiring a Project Officer to assist in the development and delivery of justice education programs for youth in partnership with community associations, schools and court staff in the Hamilton area. The Project Officer will work with OJEN staff, members of the Hamilton OJEN Committee and volunteers to deliver new and existing projects that foster an understanding of the justice system and create opportunities for dialogue about the system.

The Ontario Justice Education Network (OJEN) is a charitable organization bringing together leading representatives of the justice and education sectors to foster public understanding of the justice system. OJEN's main focus is on high school and elementary school students and teachers. Through various programs, OJEN facilitates the collaborative volunteer activity of judges, lawyers and educators to support public education activity in relation to the justice system.

Responsibilities include:

- Project development, implementation and outreach activities to youth
- Liaison with a OJEN staff or Hamilton OJEN Committee members to meet organizational and strategic goals
- Web content management & updates
- Event planning & project development
- Development of new classroom resources

Candidates with a combination of the following qualifications are encouraged to apply:

- Project planning and coordination experience
- Training or experience in a law-related field
- Training or experience in an education field
- Experience with grass-roots community organizations
- Experience with programming and/or organizations targeting hard to reach youth
- Experience with project evaluation and reporting
- Ability to work in both official languages
- Well developed project management skills
- Excellent written and oral communications skills
- Strong administrative ability

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: Monday, June 11, 2012 (12:00 noon)
Start Date: Tuesday, July 3, 2012
Job Location: Hamilton, Ontario
This position is for 7 weeks
30 hours/week, $14.25/hour

Additional information about OJEN is available online at www.ojen.ca. Interested candidates should submit a covering letter and a résumé by email to info@ojen.ca or by fax to 416-947-5248:

Please insert the phrase "Project Officer - Hamilton" in the subject line of the email and submit it to info@ojen.ca or by fax (416) 947-5248 with to the attention of: Director of Programs

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