



The Ontario Justice Education Network is hiring!!

Project Officer – Kingston 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 Kingston area. The Project Officer will work with OJEN staff, members of the Kingston 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 in the Kingston area
- Development of justice education programs and classroom/community resources, including lesson plans and materials in coordination with Ministry of Education curriculum documents
- Liaison with OJEN staff or Kingston OJEN Committee members to meet organizational and strategic goals
- Coordination of professional development sessions for high school law and civics teachers
- Web content management & updates
- Development of communication tools
- Recruitment of Queen's Law School students and justice sector volunteers
- Administrative tasks related to programming

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.

Aboriginal students and members of a visible minority are encouraged to apply.

Closing date: Friday, May 31st (12:00 noon)

Start Date: Monday, June 17

Job Location: Kingston, Ontario

This position is for 8 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 - Kingston" 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.