



## Newcomer Program Manager - Toronto

OJEN is hiring a Newcomer Program Manager to develop justice education programs for youth and families who are new to Canada. The Program Manager will also share programming and communications responsibilities with other staff and for programming in collaboration with community organizations, schools and other OJEN partners.

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:

- Relationship-building and justice education program development with organizations & individuals involved in justice education activity
- Coordination of OJEN's programs for newcomer youth and families
- New program development and implementation
- Development of curriculum resources and coordination with Ministry of Education curriculum documents
- Program management and evaluation of ongoing initiatives
- Addressing communications and media strategy
- Coordinating legal case summaries, updates and program materials
- Liaison with a variety of organizations and individuals in the justice, education and newcomer sectors
- Web content management & updates
- Event planning & volunteer development

Candidates with any combination of the following are encouraged to apply:

- LL.B. - Common law degree
- Bachelor of Education
- Experience teaching English as a Second Language (ESL)
- Experience planning educational programs or developing lesson plans
- Experience with grass-roots community organizations
- Experience with programming and/or newcomer organizations
- Fluency in English and additional languages
- Well developed project management skills
- Proven experience in volunteer & program development
- Excellent written and oral communications skills

- Background in writing, editing and communications management
- Ability to assess organizational needs and contribute to solutions
- Strong administrative ability

**Salary range: \$45,000 – 60,000 depending on experience, education, and responsibility. OJEN offers health and dental benefits.**

**Closing date:** July 15, 2010

**Start Date:** August 2010 (to be determined with successful candidate)

Additional information about OJEN is available online at [www.ojen.ca](http://www.ojen.ca). Interested candidates should submit a covering letter and a résumé by mail or email to:

Attention: Executive Director

**Ontario Justice Education Network**

130 Queen Street West

Toronto, ON

M5H 2N6

[info@ojen.ca](mailto:info@ojen.ca)

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.