



## Program Manager – Northern Ontario Aboriginal Outreach – Thunder Bay

OJEN is hiring a Program Manager to develop justice education programs for Aboriginal youth in the north-west and north-east regions of Ontario. 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:

- Coordination of OJEN's existing programs for Aboriginal youth
- Program management and evaluation of ongoing initiatives
- New program development and implementation, which will include:
  - outreach to fly-in communities
  - liaising with First Nations leaders to develop new justice education programs
  - work with justice sector professionals including lawyers and judges to develop opportunities for meaningful dialogue with Aboriginal youth
- Coordinating legal case summaries, updates and program materials
- Development of curriculum resources and coordination with Ministry of Education curriculum documents
- Relationship-building and justice education program development with organizations & individuals involved in justice education activity
- Addressing communications and media strategy
- Web content management & updates
- Event planning & volunteer development

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

- One or more college diplomas and/or university degrees in the fields of education, law, social work or Aboriginal studies.
- Knowledge of the justice system
- Experience planning educational programs or developing lesson plans
- Experience with programming and/or working with Aboriginal 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 skills
- Ability to work independently

**Salary range:** \$45,000 – 60,000 depending on experience, education (B.Ed., LL.B, etc.) and responsibility. OJEN offers health and dental benefits.

**Closing date:** February 1, 2011

**Start Date:** 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:           Attention: Executive Director  
                      Ontario Justice Education Network  
                      130 Queen Street West  
                      Toronto, ON  
                      M5H 2N6

**OR**

By email:       [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.