



The Ontario Justice Education Network is hiring!!

Part-time Project Officer Position

The **Ontario Justice Education Network** (OJEN) is a charitable organization that brings together leading representatives of the justice and education sectors to foster public understanding of the justice system. OJEN's main focus is on children and youth, both within and outside the classroom. Through various programs and activities, OJEN facilitates the collaborative volunteer efforts of judges, lawyers and educators to support public legal education in relation to the justice system.

OJEN is hiring a **Part-time Project Officer**, for a 3 days/week position. This is a 9 month contract position from October 2016 until June 2017.

Position Description & Responsibilities

The Part-time Project Officer will work within OJEN's Educator Support department, assisting in the delivery of different Courtrooms & Classrooms programs, which may include:

- OJEN's Poster Challenge/Art in the Courts
- OJEN's Charter Challenge
- Courtrooms & Classrooms Visits

Please visit our website (ojen.ca) to learn more about these programs.

General responsibilities for the position include:

- Relationship-management and liaising with organizations/individuals involved in justice education activity
- Project management, implementation and reporting
- Email and phone communication with justice sector professionals, teachers and community partners
- Administrative tasks related to programming

Position Requirements

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 is an entry-level position, intended for a recent post-secondary graduate or graduate student. Graduates from faculties of education or social work are encouraged to apply, as are graduate students seeking part-time work.

Training or experience in **education** or **project management** is preferred. Previous work or volunteer experience in the not-for-profit sector is ideal.

All candidates are expected to have some combination of the following qualifications:

- Well-developed project management skills
- Experience with project evaluation and reporting
- Familiarity with Ontario's legal system and different areas of law
- Familiarity with Ontario's education system and Ministry of Education curriculum documents
- Experience planning events requiring great attention to detail
- Excellent written and oral communications skills
- Experience with social media based communications
- Strong administrative ability
- Ability to work in both official languages (an asset, but not required)

Application Details

Compensation: \$20/hour; 21 hours/week (3 days/week)

This is a part-time 9 month contract position only.

Closing date: 11:59 pm Thursday, September 29th, 2016

Interviews: October 11th-12th

Start Date: October 17, 2016

Additional information about OJEN is available online at www.ojen.ca. Interested candidates should submit a covering letter and a resumé by email to info@ojen.ca:

Please insert the following phrase in the subject line of the email: "Part-time Project Officer Position"

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