



# National Youth Justice Network

## Part Time Coordinator Position

The National Youth Justice Network (NYJN) is inviting expressions of interest for the NYJN Coordinator. This is a part-time position averaging about ten hours per month, with actual hours in each month varying as needed to support NYJN activities.

The NYJN provides a forum to strengthen youth-centered justice services in Canada through interagency collaboration, discussion of common issues, advocacy, and sharing information on best/promising practices and research.

The NYJN meets monthly via videoconference and annually in-person to discuss current issues in youth justice, build opportunities for national collaboration, and share knowledge regarding youth justice.

The ideal candidate will have extensive knowledge of, and experience working in, the youth justice system in Canada, and a continuing interest in strengthening services to youth in conflict with the law. Competency in both official languages is an asset.

Interested individuals should submit a resume and covering letter to [nyjn@plea.bc.ca](mailto:nyjn@plea.bc.ca). Applications received no later than **March 20, 2022**, will be reviewed and potential candidates may be invited for an interview. If no suitable candidate is identified the posting may remain open beyond this date.

### NYJN Coordinator Role & Responsibilities:

- chairing monthly and annual NYJN meetings
- chairing Planning & Oversight Working Group meetings
- in consultation with the Chair and other NYJN members, preparing and distributing meeting agendas and other relevant documents
- preparing discussion documents as applicable
- facilitating the development of a strategic action plan
- coordinating and documenting development of the gap analysis
- facilitating communication for the recruitment and retention of NYJN members from each province/territory
- maintaining relationships with federal youth justice colleagues/departments
- inviting and coordinating participation of guest speakers
- fielding inquiries and facilitating general communication regarding the NYJN



- establishing and maintaining the NYJN membership list
- liaising with PLEA staff regarding the NYJN website
- maintaining the Team-Up calendar
- reviewing, editing, and distributing meeting minutes
- other related duties as assigned by the Chair

### Required knowledge, skills & abilities:

- comprehensive knowledge of the youth justice system across Canada
- strong organizational skills
- strong written and oral communication skills
- ability to chair in-person and virtual meetings
- strategic thinking skills
- computer skills (word, excel, etc.)
- ability to work independently with limited supervision
- ideally, a working knowledge of both of Canada's official languages