



(289) 302-4094
INFO@REVITALED.CA
WWW.REVITALED.CA

PROJECT ADMINISTRATION OFFICER

Position Description

We are looking for an independent and self-sufficient team-player to be our next Project Administration Officer. Our selected candidate will be an innovative critical thinker who is technologically proficient, organized, and passionate about improving community conditions for those navigating the justice system. Our Project Administration Officer will have the chance to work on two major projects with our organization's management staff, in addition to helping us create and nurture relationships with various community partners from various social sectors.

The main tasks and responsibilities of our Project Administration Officer will include:

- Client Servicing & Communication:
 - Reviewing, responding to and directing incoming e-correspondence;
 - Communicating with outreach project recipients both in a verbal and written format; and,
 - Translating meeting notes into clear action items for project teams

- Research & Data Collection:
 - Conducting research on gaps in community program offerings and within the criminal justice system;
 - Culminating and presenting data based on criminal justice research findings;
 - Assisting in program development to address gaps in criminal justice services; and,
 - Researching funding opportunities and assisting in submitting applications for these funding sources

- Leadership & Team Work:
 - Establishing work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed;
 - Overseeing an outreach charity drive;
 - Engaging in meetings with Board of Directors, and various organizational partners;
 - Contributing ideas and engage in meaningful discussion about organizational activities and projects; and,
 - Working with organization's staff to develop workplans, KPI's, budgets, and timelines for projects and activities

- Administrative Tasks & Digital Skills:
 - Preparing, editing and proofreading correspondence, invoices, presentations, brochures, publications, reports and related material;
 - Scheduling and confirming appointments and meetings for team members and self;
 - Co-ordinating and maintaining the records management system;
 - Developing, reviewing, and modifying workplans and timelines;
 - Utilizing digital tools and programs to track data, maintain schedules, communicate with project partners, and conduct other day-to-day tasks (i.e., Microsoft Office Suite, Google Workspace, Canva, Slack, Monday, Notion, etc.)

The ideal candidate will:

- Have experience in community engagement and outreach
- Have a strong understanding of challenges impacting those navigating the justice system.
- Display knowledge of challenges facing minority groups.
- Have experience with fundraising and/or grant writing.

- Has an ability to use all MS Office applications, including Power Point, Outlook, Word, and Excel.
- Has an ability to work within a team environment with limited supervision.
- Has the ability to work in a fast-paced environment, learn quickly, adapt, be flexible and resourceful with the ability to set and meet deadlines and targets.

What will set you apart:

- Post-Secondary education in Social Services (i.e., criminology, sociology, governance, law and justice, psychology, or other similar disciplines) is considered an asset.

Time Commitment:

- Flexible hours, 30 hours/week
- 9-week contract with an anticipated start date of July 4, 2022

This is a remote position, and the selected candidate is expected to have access to a computer and reliable internet connection.

The hourly wage is \$15.00/hour. The application deadline is **May 20, 2022**. To apply, please send your resume and cover letter to info@revitaled.ca.

Revitaled Reintegration Services is an equal opportunity employer and is committed to diversity and inclusivity in employment and welcomes applications from all qualified individuals. We encourage youth to apply who self-identify as being part of groups which are underrepresented or have additional barriers to the labour market. We are also committed to providing accommodations for persons with disabilities. If you require an accommodation, we will work with you to meet your needs.

We would like to thank all those that apply; however, only those selected for an interview will be contacted.

About Revitalized Reintegration Services:

Revitalized Reintegration Services is a non-profit organization based in Durham Region that provides support programs and services to those navigating the criminal justice system across Ontario. We work with:

- Inmates that are currently incarcerated
- Those who have been incarcerated and are now on release (i.e., releasees, parolees)
- Those who have received non-imprisonment sentences (i.e., probation)
- Victims and survivors of crime
- Those who have lost someone due to criminal activity

We understand that the criminal justice system is challenging for many individuals to maneuver, especially when trying to cope with life-changing circumstances. The overarching vision for Revitalized Reintegration Services is quite simple: to build positive and healthy communities for all. Leading with faith, awareness, and empathy, we aim to foster restoration and healing, while rebuilding healthy communities.

We aim to accomplish this mission by working towards goals that focus on supporting the growth and development of individuals and communities.

This position is funded by Canada Summer Jobs and to be eligible the person must:

- *Be between 15 and 30 years of age at the start of the employment;*
- *Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,*
- *Have a valid SIN at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.*