



Job Title: Program Associate, Restorative Justice
Team: Restorative Justice
Location: New York City ("Hybrid" Work Model - 2 days in office per week)
Job Type: Full-Time (Salaried, Exempt, 35 hours per week)

About the Organization

New York Peace Institute is one of the nation's largest non-profit conflict resolution organizations, helping thousands of people peacefully, creatively, and durably resolve their disputes each year. We provide free conflict resolution services, including mediation, conflict coaching, facilitation, arbitration, and restorative justice processes virtually, and through our Brooklyn and Manhattan Centers, and in cooperation with courts, community-based organizations, schools, and City agencies. In addition, we train and credential mediators, host public events on peacebuilding, and provide customized training and consulting services in New York City and beyond.

For more information, visit our [website](#) or find us on [Instagram](#), [Facebook](#), and [LinkedIn](#).

Position Summary

The Program Associate plays a crucial role in overseeing and implementing specific NYPI program(s). This involves coordinating program activities, delivering client services, and supporting team members and NYPI volunteers. The Program Associate is also responsible for maintaining relationships with designated internal and external partners, conducting outreach activities with NYPI communities, supporting mediator training, collecting and utilizing relevant program data, and contributing to program development and refinement. The Restorative Justice Associate will support the planning and execution of NYPI's Credible Messenger Fellowship Program, and will also be responsible for providing RJ services in Family Court, Criminal Court, Schools, Organizations, and the broader community. Additionally, the Associate will support the RJ team in delivering Restorative Justice Trainings.

Key Responsibilities

Program Implementation (75%)

Credible Messenger Fellowship Program (40%)

- Support RJ Team in creating, refining, and updating curriculum, manuals, and other materials for youth 17-24 years old
- Create all supporting materials for the program including announcement flyer, application, feedback forms, resource list, etc.
- Conduct outreach for participants to apply to the program
- Facilitate and coordinate interviews and recruitment process for participants with members of the RJ Team
- Coordinate trainings and meetings for participants including guest speakers
- Conduct regular individual check-in meetings with participants
- Support RJ Team in training sessions
- Maintain attendance and tracking system to monitor progress of each participant
- Coordinate and attend coaching sessions with participants to ensure proper facilitation and implementation
- Maintain connections with participants and partners after the program has ended

Restorative Justice Service Delivery (20%)

- Perform administrative tasks related to the program and modify protocols, as necessary
- Facilitate, coordinate, and support delivery of RJ services (i.e., intake, scheduling processes and debriefs, and tracking outcomes) for Family Court, Criminal Court, Schools, and from other referral sources. Update client database and all pre and post case management documentation
- Respond to general phone and online inquiries regarding NYPI services, track and facilitate client outreach and follow up
- Contribute to relevant program status reports for management, donors, and board members
- Review and maintain program quality, implementing adjustments as needed

Other Program Needs (15%)

- Support team members as needed to implement programs and manage caseload
- Support the development of new programs and refinement of current programs in collaboration with the RJ Team
- Support data collection and utilization efforts by preparing program surveys and collecting and organizing responses
- Create and update promotional materials as needed (website, social media, flyers)
- Support volunteers as needed
- Facilitate peer mediation and conflict resolution trainings and workshops to youth
- Support RJ team by preparing and developing materials for team trainings

Partnership Management & Community Outreach (15%)

- Cultivate and support relationships with external partners
- Conduct outreach and educational presentations for existing and potential new partners or clients
- Attend regular meetings related to relevant programs as needed
- Attend community events and outreach fairs to educate community members about NYPI's RJ services
- Share information and respond to inquiries to encourage community members to use NYPI services and seek new partner relationships
- Maintain up-to-date information on community resources for clients and provide referrals
- Share appropriate case disposition information with referral sources, when appropriate
- Draft and update promotional materials for team
- Draft social media posts and/or brief articles about NYPI's work to post on our website, social media sites and/or share with the press when appropriate

Organizational Support (10%)

- Support organization and peers as needed to ensure organizational health and growth
- Attend all relevant program trainings and meetings and participate in staff-wide activities and events
- Support the organization in implementing relevant practices, including supporting NYPI's DEI efforts
- Assist with supervision of interns and/or AmeriCorps fellows, if needed and applicable

Required Qualifications

- Minimum of one year of administrative experience
- Demonstrated commitment to New York Peace Institute's mission and values, including fostering a diverse, equitable, and inclusive work environment

- Interest in and commitment to restorative justice principles
- High level of cultural competency, including the ability to communicate effectively with people of all backgrounds and cultures
- Excellent organizational, listening, verbal, and written communication skills
- Demonstrated ability to handle sensitive information with discretion and maintain confidentiality
- Critical thinking and ability to apply policies and procedures into action
- Ability to coordinate among various stakeholders to complete projects and activities
- Proficiency in relevant computer applications and office software including Microsoft Outlook, Canva and Google Drive
- Comfort with remote work tools and virtual communication platforms
- Able to work independently within a team-based environment and adapt responsibilities according to program needs
- Eligibility to work in the United States

Preferred Qualifications

- Bachelor's degree or equivalent work experience
- Prior work experience in a NYC-based, mission-driven organization
- Proactive problem solver
- Prior experience working with volunteers
- Knowledge of and/or experience with restorative justice theory and/or practices
- Experience in community outreach or engagement
- Experience working with youth
- Bilingual English/Spanish language fluency strongly preferred

Compensation & Benefits

At NYPI, we strive for equitable compensation that reflects the importance of work aligned with our mission to empower communities through conflict resolution. The salary range for this position is \$50,000 - \$55,000 based on our comprehensive benchmarking process against similar-sized NYC nonprofits and dispute resolution centers. All starting salaries are based on relevant experience, skills, and qualifications.

We also offer the following benefits to all full-time employees:

- Comprehensive Medical, Dental, Vision Insurance (Aetna) with generous employer-contributions
- Retirement 401k with matching up to \$2,500 of eligible compensation
- 4 weeks of Vacation Time + 9 Paid Holidays + 2 Floating Holidays
- 12 days of Sick Time
- Hybrid (in-person and remote) work schedule
- Complimentary training on a wide range of topics

Our Commitment to Diversity, Equity and Inclusion

New York Peace Institute is committed to building an inclusive environment for people of all backgrounds. We are committed to building a talented team with diverse skill sets that reflect the diversity of New York City residents. We are a community of leaders who are proud to represent many different national, racial, ethnic, socio-economic, religious, gender, disabilities and other identities.

New York Peace Institute is an equal opportunity employer. We do not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin,

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disability, age, marital status, veteran status, pregnancy, parental status, genetic information or other characteristics or any other basis prohibited by applicable law.

How to Apply:

Please submit your cover letter and resume to RJ@nypeace.org. Please write *Associate, RJ* in the subject line. Due to the high volume of applications received, only those selected for an interview will be contacted.