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### Position Description

**TITLE:** RICJ Assistant Director for Juvenile Justice Programs (FT)

**Summary:** Manage the juvenile justice programs of RICJ, supervising program staff and volunteers.

RICJ's Assistant Director for Juvenile Justice Programs is a fulltime position calling for a resourceful individual with a passion for social justice and commitment to ending the school to prison pipeline for youth. We seek an energetic person comfortable both leading and being a team member, with a desire to build relationships and collaborative networks among community members, system providers and youth.

You will be responsible for leading and nurturing RICJ's juvenile justice programs including a USDOJ/OJJDP-funded program, Racial and Ethnic Disparities in the RI Juvenile Justice System that supports community diversion for arrested juveniles through Juvenile Hearing Boards and other programs; a USDOE-funded program providing Case Managers for two urban Juvenile Hearing Boards; and other programs developed by RICJ such as its school-based diversion model. You will supervise a Juvenile Justice Reform VISTA, two JHB Case Managers, interns and volunteers, sustain programs through grant writing and fundraising, and work to integrate RICJ juvenile justice initiatives with the work of our partners and with RICJ's youth programs. (See <https://www.ricj.org/juvenile-justice>).

**Position Responsibilities:** Manage, implement and support RICJ's Juvenile Justice Programs. **Reports to:** During initial 6-months, to the former juvenile justice program director (Executive Advisor); thereafter to the RICJ Executive Director.

#### ● Program Management:

- Lead planning and direct program implementation for all juvenile justice programs of RICJ, including the USDOJ/OJJDP primary grant, USDOE case management grant, and other juvenile justice programs.
- Organize and confer with community Advisors for the project, through regular meetings with the project's CAC/Community Ally Coalition, Juvenile Hearing Board Chairs and members, and partners including DCYF, Tides Family Services, Kids Count RI and municipalities.
- Supervise program staff, interns and volunteers, including:
  - Juvenile Justice Reform Coordinator: a fulltime AmeriCorps VISTA position supporting community outreach/awareness, networking/collaboration, training opportunities, and data collection, analysis and reporting functions. The VISTA organizes statewide and regional meetings, JHB consultations and ongoing communication with JHB members, providers, police liaisons and community.
  - JHB Case Managers: one fulltime and one halftime position that supports two urban JHBs with case management, service referrals and data collection and tracking for the youth served. (They also receive case management supervision from a clinician at Tides Family Services).
- Provide orientations and training for staff, volunteers and interns.
- Ensure that goals and objectives are clear to staff, partners and community, and that program goals, objectives and grant requirements are met.
- Oversee the use of grant and program funds, administering budgets and approving expenses.
- Ensure that program participant records are maintained and confidentiality is secured.
- Ensure that program progress, grant reporting and VISTA reporting are completed and on time.
- Collaborate with other justice-related and youth programs, working to build reciprocal relationships.

Mission: We fight bias, bigotry and racism and promote understanding and mutual respect between all races, cultures and religions. United Way Donor # 6268

#### ● Outreach and Community Awareness:

- Build awareness of JHB diversion to prevent justice system entry particularly for BIPOC youth at greatest risk through presentations for community, system providers, law enforcement, courts, legislators and others. • Maintain and expand partnerships with providers, schools, agencies and others, including membership in the Governor's Criminal Justice Policy Board, KidsCount RI JDAI initiative and EIP/Equity in Practice initiative.

● **Training:**

- Plan and co-facilitate trainings related to community diversion in juvenile justice, including restorative practices, diversion models and racial equity and implicit bias in the juvenile justice system. • Participate as a team member in DEI diversity/cultural competence training and consulting for justice system agencies, schools, businesses, community groups and other venues.
- Actively market the organization to gain contracts for RICJ-facilitated restorative justice trainings.

● **Fund Development:**

- Maintain existing and secure new funding to promote community diversion in RI juvenile justice. Contact potential grantors, donors and clients; identify new funding sources.
- Lead grant writing and funding development teams, specific to juvenile justice.
- Complete required reporting for grants awarded to the juvenile justice programs.
- Work with the Executive Director and RICJ staff to plan and implement fundraisers for RICJ.

Additional duties as needed to meet the RICJ mission.

**SKILLS/ABILITIES/EXPERIENCE:**

- Sincere dedication to the mission and philosophy of RICJ.
- 3 or more years' experience and proven ability implementing similar or related programs. ● Excellent verbal and written communication, including the ability to communicate effectively with diverse community groups and individuals.
- Excellent supervisory skills with an ability to motivate staff and promote teamwork.
- Well-organized, with ability to manage time and coordinate multiple tasks.
- Flexibility to engage in occasional evening hours to allow meetings with community members. ● Computer proficiency, including use of database and statistical analysis programs and social media for outreach. ● Must have own car (or reliable transportation), valid driver's license and auto liability insurance. ● BA or equivalent in a related field preferred (such as criminal justice or social work).
- Must be cleared for work with minors (BCI will be required).
- Bilingual preferred.

**SALARY:** Competitive fulltime salary with vacation, sick, holiday leave and health/dental benefits.

Salary Range: \$47,840 - \$52,000 per year depending on experience (40 hr work week).

**About Rhode Island for Community and Justice:** Rhode Island for Community & Justice works to transform communities to become more inclusive and just, by empowering youth and adults as leaders making positive change. RICJ's mission is to fight bias, bigotry and racism and promote understanding and mutual respect among all races, religions and cultures, through advocacy, conflict resolution and education.

**TO APPLY: Send cover letter and resume to:** Toby Ayers, PhD, Executive Director, RICJ at [ricj@ricj.org](mailto:ricj@ricj.org)

*RICJ does not discriminate against any employee or applicant for employment due to race, sex, color, ethnicity, disability, national origin, religion, creed, age, marital status, sexual orientation, gender identity or expression, or veteran status.*