



St. Croix Valley Restorative Justice

Restorative Justice Center
 215 N 2nd Street, Suite 108
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Position Title: Office Support

Position Summary: St. Croix Valley Restorative Justice Program, a non-profit organization, seeks an Office Associate to provide premier administrative support for the executive director and volunteers. The hours will be flexible and during normal business hours.

Responsibilities	Knowledge, Skills and Abilities Needed
<ul style="list-style-type: none"> • Manage phone coverage / support. • Review, organize and distribute incoming and outgoing mail. • Type, edit, proofread correspondence. • Identify, classify, and protect files and program documentation. • Maintain sensitive information consistent with record handling and retention. • Coordinate internal meeting logistics (e.g., facilities, audio-visuals). • Compose letters and text presentations. • Drive / implement office process improvement. 	<ul style="list-style-type: none"> • Ability to work independently. • Ability to handle multiple projects at once. • Team-oriented professional with commitment to client quality and service. • Excellent interpersonal skills including the ability to communicate effectively with multiple audiences. • Ability to identify and be sensitive to the needs of crime victims. • Knowledge and understanding of restorative justice concepts or willingness to learn. • Demonstrated ability to handle a high degree of detail. • Must be proficient in coordinating and managing multiple activities with the ability to prioritize work to meet deadlines. • Ability to analyze and solve problems.

Minimum Qualifications to fulfill position responsibilities.

Education:

Preferred Education

Associates degree, certification or comparable life experience and a compelling interest in restorative justice.

Experience:

1-3 years of Related Useful Experience

Able to prioritize, organize information and maintain records effectively.

Scheduling of appointments and sending of letters.

Excellent communication skills and understanding of confidentiality.

Experience in program development, victim services, and/or restorative justice.

Experience in the criminal justice system.

Additional Requirements:

Basic computer skills and ability to use office software.

Strong customer service and communication skills.

Compensation:

The hiring range for this position is \$10.00-\$12.00 per hour based on experience.

Hiring Process:

Application Deadline is December 30, 2010. Late applications will not be considered. Please mail a cover letter, resume and completed application to SCVRJP. Application forms will need to be printed, they cannot be filled out electronically.

Candidates eligible for an interview will be contacted by phone and letter. Final eligibility for hiring will include a complete background check. If you have additional questions please contact Kris Miner at the Restorative Justice Center.