



Asian Pacific American Dispute Resolution Center  
1145 Wilshire Blvd., St. 100 | Los Angeles, CA 90017  
Tel: (213) 250-8190 | Fax: (213) 250- 8195  
www.apadrc.org

## **JOB ANNOUNCEMENT**

**POSITION:** Restorative Justice Coordinator (Part-Time, 20-25 hours per week)

**ORGANIZATION:** Asian Pacific American Dispute Resolution Center (APADRC)

Founded in 1989, the Asian Pacific American Dispute Resolution Center provides low-cost mediation and conflict resolution services to the diverse communities in the Los Angeles region, and focuses on reaching traditionally underrepresented and underserved communities which face barriers such as language, culture, and income. The APADRC strives to improve human relations and race relations by addressing complex, cross-cultural community conflicts and their root causes through collaboration with community partners. We are dedicated to serving traditionally under-served and underrepresented people in order to ensure equal access for all.

**Position Description:** The Restorative Justice Coordinator oversees the implementation, outreach, and development of APADRC's restorative justice program in 4-5 school districts in the San Gabriel Valley, and in coordination with the courts, police departments, juvenile centers, and social service agencies. The program provides restorative justice practices and conflict resolution methods to victim-offender type cases. The program will be working with highly diverse victim and offender populations including juvenile offenders from ages 7 to 17.

**Position Summary:** Under supervision of the Program Director, the Restorative Justice Coordinator will aide in overseeing all aspects of the Restorative Justice program. The Program Coordinator provides training and program curriculum development. APADRC is an Equal Opportunity Employer.

### **Responsibilities:**

- Supervises all RJ mediation and conference sessions.
- Ensures that county contract goals are reached for number of cases resolved.
- Recruits, interviews and supervises volunteers and interns, including monitoring of hours and evaluations.
- Outreach to maintain strong referral relationships with other programs and agencies including law enforcement, courts, schools and social services.
- Works collaboratively with staff, interns, and volunteers, oversees execution of restorative justice program, grant compliance and reporting.
- Trains volunteers in the restorative justice process so they can lead and facilitate mediations and circles.

### **Desired Qualifications:**

- Bilingual in English and Spanish or an Asian or Pacific Islander language, especially Chinese
- Background and experience in restorative justice, conflict resolution, mediation or facilitation



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- Experience working with school districts, law enforcement, court, corrections, and/or mental health systems
- Passion for conflict resolution/mediation/peacebuilding, work with immigrant or other marginalized populations, LGBTQ issues, social justice, social service or related work.
- Skilled in cultural awareness and adept at navigating complex cultural dynamics.
- Highly independent, with strong organizational and time management skills.
- Possess integrity, a strong work ethic and a strong commitment to upholding the APADRC's mission
- Experience with case management
- Ability to travel and work flexible hours
- Must own a car registered and insured in California
- Must have valid CA driver's license
- Legal authorization to work in the United States
- 1-2 years volunteer supervision experience in a non-profit setting
- A degree in a related field or commensurate experience.

Desired Start Date: August 1, 2018

Salary & Benefits

- Hourly wage: \$15/hr. with sick and vacation time
- Mileage reimbursed
- Monthly parking offered

How to Apply

Those interested should email or fax a cover letter and resume outlining their skills and interests to:

Eric Wat, Interim Executive Director  
Asian Pacific American Dispute Resolution Center (APADRC)  
1145 Wilshire Blvd., Suite 100  
Los Angeles, CA 90017  
Fax: 213-250-8195  
E-mail: [eric.wat@apadrc.org](mailto:eric.wat@apadrc.org)

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