

Permanent Part-time Position: 16hr/week

Date Posted: July 6, 2026 Applications Accepted Until Position is Filled

The application reviewing process will begin: July 27, 2026

Job Title: Restorative Community Engagement Coordinator. \$25.75/hr w/Holiday and Time Off prorated to 1/2 position.

This is a unique opportunity for individuals interested in all aspects of Restorative Justice, Restorative Practices and Transformative Justice, with an opportunity to co-develop programs emphasizing areas that most speak to them.

Candidates must have a strong commitment to connecting and building supportive and responsive restorative community programs, and to working collaboratively as a team with other program coordinators. We seek someone willing to collaboratively develop, innovate, and implement programming that raises up strong restorative principles.

If you are interested please email a cover letter and resume to all@downeastrorestorativejustice.org

Purpose: Restorative Community Engagement Coordinator and to work collaboratively as a team with other Program Coordinators in building and supporting all restorative community programs.

Primary Responsibilities may be a combination of the following:

1. Engage in Community Building and Community-based referrals
2. Engage in relationship building with Courts, County Jail and Law Enforcement
3. Engage in re-entry programs for adults
4. Engage in relationship building with schools; doing outreach & work within including support of student-led initiatives

Other primary Responsibilities:

5. Assist with trainings, workshops, coaching and support (for schools, volunteer/community, workplace, etc)
6. Facilitate and co-facilitate Community Building Circles and Support Circles
7. Facilitate and co-facilitate Harm Repair referrals as needed
8. Engage in district-wide meetings with other organization's coordinators
9. Engage in statewide MERJ Coalition work, and other groups when possible
10. Website and social media support or maintenance
11. Facilitate community circles and make informational presentations on an as-needed basis to educate and conduct outreach to community members to build understanding and support for restorative practices

Miscellaneous Organizational Responsibilities:

12. Collaborate with restorative program coordinators
13. Attend weekly team meetings or check ins
14. Develop and maintain contacts
15. Willingness to take on administrative tasks as needed
16. Submit monthly reports
 1. Manage paperwork and data reporting for all casework in a timely manner
 2. Attend DRJ Board meetings (not remunerated)
17. Attend professional development trainings
18. Collaborate on Grant-writing with other Program Coordinators and/or DRJ Board members, including on proposals and follow-up reports

Qualifications

We are interested in candidates dedicated to building stronger community connections for all community members, and dedicated to changing the way society addresses crime and wrongdoing by facilitating conversations among all those impacted by harm when it does occur. Successful candidates will have combinations of skills, knowledge, experience, and attributes from among the following:

- Understanding and commitment to restorative justice philosophy and practices
- Commitment to social justice, and familiarity with ACES / trauma-informed care, resilience-building strategies and family dynamics
- Ability to work collaboratively and supportively with community groups
- Understanding of strength-based approaches to working with people
- Experience with training, teaching and group facilitation skills
- Willingness to work flexible hours including some evenings and the occasional weekend
- Volunteer management experience
- Experience working with youth
- Excellent communication skills, including dedication to giving and receiving feedback
- Knowledge in navigating social media platforms, spreadsheets, and other administrative skills
- Knowledge of and sensitivity to issues of diversity, poverty, addiction and mental health
- Expertise in community organizing
- Experience with grant writing and/or fundraising
- Attention to detail and follow-through
- Valid driver's license and reliable vehicle
- Hancock County resident preferred

Background check and references required. All lived experiences are valued and justice impacted individuals are not excluded from potential hire.

Preference given to applicants who are residents of Hancock County.

Downeast Restorative Justice is an AA/EEO employer.