



# Niagara Regional Native Centre

382 Airport Road, Niagara on the Lake, Ontario, L0S 1J0  
Phone: (905) 688-6484 Fax: (905) 688-4033

Interested applicants are invited to submit a cover letter and resume package via email to:

**human.resourcenrnc@gmail.com**

**Please self-identify as First Nation, Metis or Inuit in your cover letter**

*NRNC is committed to accessibility and accommodations to applicants throughout our hiring process.*

*If you require accommodations, please request via email.*

Pursuant to Section 24 of the Ontario Human Right Code, this position will give **preference to applicants who self-identify as members of an Indigenous community (First Nation, Metis or Inuit) in their cover letter transparently** as part of the recruitment process.

## INDIGENOUS COMMUNITY JUSTICE PROGRAM COORDINATOR

### OVERVIEW

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This position is responsible for the overall delivery, oversight, and development of the Indigenous Community Justice Program, an Indigenous-led diversion initiative. Responsibilities include program planning, case oversight, fostering strong community partnerships, and ensuring that all services are culturally grounded, trauma-informed, and restorative in approach. The successful candidate will bring strong knowledge of Indigenous history, culture, and contemporary issues, as well as a solid understanding of court proceedings, Gladue principles, and restorative justice practices. They will demonstrate skills in facilitation, public speaking, and case management, alongside strong time management and the ability to manage multiple priorities. Excellent written and verbal communication skills, proficiency in MS Office 365 and records management, and the ability to build and maintain professional relationships with justice partners and the community are essential to succeed in this role.

**Position Hours:** 9 am – 5 pm, 40 hours per week, includes 1 hour paid lunch

**Position Location:** 382 Airport Road, Niagara on the Lake, Ontario, L0S 1J0

Salary and benefits will be discussed upon interview.

### REQUIREMENTS

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#### 1. Vulnerable Screening

#### 2. Driver License and Abstract

Strong knowledge of Indigenous history, culture, and contemporary issues; understanding of court processes, Gladue principles, and restorative justice; skills in case management, facilitation, and public speaking; excellent communication, time management, and relationship-building abilities; and proficiency with MS Office 365 and records management.

### EDUCATION

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1. **Diploma in Community and Justice Services, or, Social Work, or, Indigenous Studies, or, Criminology**
2. **Strong knowledge of Indigenous history, culture and contemporary issues impacting Indigenous peoples.**
3. **Knowledge of law and court proceedings, Gladue principles and restorative justice practices, an asset**
4. **Previous work experience in similar capacity, an asset**
5. **Must have own vehicle and proper insurance coverage**