

## Job Description

<b>Position Title:</b>	Restorative Practices Specialist
<b>Reports to:</b>	Director of Program & Training
<b>Status:</b>	Full-time (32-40 hours/week), non-exempt
<b>Location:</b>	Santa Rosa, CA (hybrid/remote option)
<b>Salary Range:</b>	\$20 to \$25 per hour plus a monthly cash health stipend

### Position Summary:

As the Restorative Practices Specialist (RPS), you will conduct outreach, provide coaching and program support to schools as well as trainers implementing Restorative Practices. You will also contribute to the development and maintenance of Restorative Practices Trainings.

### Key Responsibilities:

#### Program Support:

- Provides ongoing program support to help schools successfully implement and manage their Restorative Practices initiative.
- Regular communication with school staff via phone, email, virtual meetings, and in-person.
- Provide support and communications with independently contracted trainers including receiving, reviewing, and tracking of training and program reports.
- In collaboration with the other CM departments gather, aggregate, and support the analysis of feedback about program quality and impacts of program materials and presentations.
- Compile and generate qualitative and quantitative reports for stakeholders.

#### Training Development:

- Support the development of new Restorative Practices program and training designs, customized services, and ongoing program improvements.
- Format training designs using Microsoft Word, PowerPoint and Canva applications.
- Support the coordination of trainer related events, such as the annual Trainer Retreat, Training of the Trainers, virtual meetings, and other events to support our trainers.

#### Outreach:

- Conduct outreach and sales plans to support implementation of Restorative Practices programs and services within the US and beyond.
- Responsible for meeting monthly sales goals, which includes specific numbers of phone calls, contracts and monetary goals.
- Completes weekly reports showing status of leads and results.
- Follows up on new and existing leads generated from conferences, presentations, website inquiries, word-of-mouth, training participants, donors, articles, research and other partners.

#### Other:

- Participate in staff meetings, CM events, and other organizational activities as needed.
- Additional duties as the position evolves.

**Candidate Qualifications:**

- Previous knowledge and/or related experience of Restorative Practices.
- Experience implementing Restorative Practices in a school environment preferred.
- Excellent planning, prioritizing, coordinating, writing and verbal communication skills.
- Highly proficient with Microsoft Office 365 (Word, Excel, PowerPoint, etc.), Google Drive, Canva, and Zoom
- Must be self-motivated, able to work individually and collaboratively in a team.
- Thrive in a fast-paced positive work environment.
- Ability to adapt and effectively work with people from diverse backgrounds.
- Ability to follow directions, prioritize workload and seek help/guidance when needed.
- Ability to sit for long periods of time and work on a computer for up to 8 hours per day.
- An associate degree or equivalent work experience applicable to key responsibilities.
- Background in training or curriculum design a plus.
- Knowledge and/or experience with youth development a plus.

**Compensation & Benefits:**

Benefits include but are not limited to:

- Starting salary range \$20-25/hour (\$41,600-\$52,000/year)
- Cash health stipend between \$6,000-\$10,500 annually (for those not eligible for Medicare)
- 11 paid holidays per year
- 10 days paid vacation per year to start
- 10 days sick leave per year
- 16 hours of paid community service per year
- 403b option
- Annual employee retreat
- Option of hybrid remote/in-office work schedule after successful completion of 90-day orientation period

Please submit cover letter and resume to [ebuonassisi@community-matters.org](mailto:ebuonassisi@community-matters.org)

No phone calls or visits please. Position will remain open until filled.

*Community Matters mission is to equip and empower youth and adults to create schools and communities that are safe, welcoming, and inclusive. We are a proud equal opportunity employer that celebrates diversity and strives towards a qualified, diverse team that represents the communities we serve.*