About Us

Partners in Restorative Initiatives (PiRI) is a community of social justice practitioners in Rochester, NY who are passionate about Restorative Practices. Since 1998, PiRI has been supporting schools, communities, workplaces, and the court system in building relationships, strengthening community, and supporting healing in cases of wrongdoing and harm. Rooted in indigenous peacemaking traditions, PiRI serves to restore humanity and dignity to our relationships, structures, and systems.

Job Description

The Training and Outreach Coordinator will work with PiRI’s Co-Executive Directors to support training and services in schools and in the community. The ideal candidate will have background and interest in Restorative Practices and have capacity to become a facilitator and a trainer. This person will be organized, self-directed, and comfortable working in a highly collaborative process. Excellent communication skills with clients, school districts, and organizations, as well as the ability to assist with people in conflict, are required.

The Training and Outreach Coordinator reports to the Co-Directors (or to the Board President in the absence of Co-Directors).

This position will be in-person in Rochester, NY with some flexibility to work from home as agreed to by the Co-Directors.

Essential Functions

- Community outreach and program support
- Training and facilitation
- Everyday office management, training support and coordination
- Communication with volunteers, trainers, and training participants
- Intake and case management

Position Responsibilities include, but are not limited to:

Training and Office Support

- Support PiRI’s Co-Executive Directors to coordinate training and services in schools and the community
- Communicate pre/post training information including contact lists and evaluations
- Compile and maintain evaluation data
• Support trainings as needed (including assisting with setup, preparing materials, ordering food and refreshments, and coordinating off-site logistical needs)

**Training and Facilitation**
• Become a Lead Trainer for all PiRI's core trainings, including 3-Day Community Building Circle Training
• Build skills to facilitate restorative processes to school and community clients
• Learn program implementation and support for schools and organizations

**Communication**
• Support web and social media presence for PiRI's current trainings and offerings
• Support organizational communication through the use of Constant Contact, Facebook, and PiRI's website
• Assemble monthly newsletter
• Support internal communication with volunteers, trainers, and board members

**Programming and Outreach**
• Assist with program development
• Help coordinate community programming and events
• Facilitate programming centered on Rochester and community needs, with a special focus on youth
• Represent PiRI at community events

**Intake and Case Management**
• Process referrals for services, including intake interviews, communicating with PiRI facilitators, and monitoring progress on referrals
• Provide program information for potential referrals
• Maintain confidential case records and communication with referral sources

Assume other duties as assigned to further the mission and vision of the organization

**Qualifications**

We seek a candidate who will actively contribute as a staff member to uphold PiRI's mission of equity and social justice, as well as demonstrate a high level of cultural competency to make sure all people’s identities are welcomed.

**Preferred Qualifications**
• Experience in:
  ○ Program coordination or case management
  ○ Teaching, training, and facilitation
  ○ Office support and administrative tasks
• Familiar with the Rochester community
• Bilingual in English and Spanish
• Organized and detail oriented
• Comfortable with Microsoft Office and Google Workspace platforms
Compensation

The Training and Outreach Coordinator is a full-time position with a commitment of 35 hours per week.

The anticipated salary is $42,000, with health insurance coverage for you and your family, 15 paid holidays, and four weeks of PTO.

How to Apply

Along with a cover letter and résumé, we ask that you provide a personal statement describing your vision for Restorative Practices in the community, including how you will personally model Restorative Practices at PiRI. Please submit these materials via email to office@pirirochester.org. Applications will be accepted until the position has been filled.

*Partners in Restorative Initiatives is an Equal Opportunity Employer and encourages diversity, equity, and racial justice in all facets of our work. All qualified applicants will receive consideration for employment without regard to race, ethnicity, gender, religion, national origin, disability status, veteran status, sexual orientation, or any other protected class.*

For more information about PiRI and our work, visit pirirochester.org.