



Restorative Justice Program of the Sunshine Coast

Executive Director – Part-Time Contract Opportunity

Contract Value: Up to \$19,500

Rate: \$55/hour

Contract Period: November 15, 2026 – April 15, 2027

Hours: Approximately 15 hours per week, generally worked over three days per week

Engagement: Independent contractor

Location: Sunshine Coast, British Columbia. Regular attendance at RJPSC's office is required.

Reports to: Board of Directors

The Restorative Justice Program of the Sunshine Coast (RJPSC) is seeking an experienced, collaborative and resourceful Executive Director to strengthen our organizational capacity and support the continued development of restorative justice services across the Sunshine Coast.

RJPSC provides Community Justice Forums, Peacemaking Circles, Restorative Justice in Schools, Anti-Racism Education, Reconciliation Education, and community awareness, engagement and training. We work with RCMP, Crown, schools, Indigenous partners and community organizations.

The Opportunity

This initial part-time contract is focused on building the systems, infrastructure and financial sustainability needed to support RJPSC's programs and continued development.

The Executive Director reports to and takes direction from the Board of Directors and is responsible for implementing Board direction and managing the day-to-day operations of the organization.

The initial contract will conclude on April 15, 2027. There may be an opportunity for continuation of the Executive Director role beyond the initial contract, subject to organizational needs, performance and available funding.

Initial Contract Priorities

The successful candidate will focus on five key areas:

- **Data Collection & Outcomes:** Develop consistent systems for collecting and reporting quantitative and qualitative program, case and outcome data.

- **Time Tracking & Financial Systems:** Establish accurate systems for recording staff and contractor hours, allocating eligible costs to grants and programs, and determining the true cost of delivering RJPSJC services.
- **Human Resources & Administration:** Develop or update administrative roles, job descriptions, contracts, HR policies and procedures, and onboarding processes.
- **Organizational Systems & Communications:** Establish and maintain effective membership and volunteer records; review and develop organizational policies and procedures; and coordinate website, newsletter and social media content in collaboration with IT/web support.
- **Funding & Sustainability:** Identify and pursue funding opportunities and help develop a sustainable funding strategy to support RJPSJC's future staffing, programs and Executive Director role.

What We're Looking For

The successful candidate will ideally bring experience in nonprofit or community-based leadership, organizational development, human resources, financial management, fundraising, and working with a Board of Directors.

Knowledge of restorative justice principles and practices is important, along with strong organizational, data-management, written and interpersonal communication skills. Experience working with community partners, staff, contractors and volunteers is highly valued.

Demonstrated proficiency with Google Workspace, including Google Drive, Docs, Sheets, Gmail and Calendar, is required.

Knowledge of the criminal justice system, trauma-informed practice, reconciliation and culturally responsive community engagement are assets. Equivalent combinations of education, professional experience and community-based experience will be considered.

Reliable transportation and flexibility to attend occasional evening or weekend meetings and community events are required. A satisfactory Criminal Record Check appropriate to the responsibilities of the position will be required.

How to Apply

Please submit a resume and cover letter outlining your relevant experience and interest in the position.

Two professional references will be requested from candidates selected for final consideration.

Application deadline: October 30, 2026

Anticipated start date: November 15, 2026

Submit applications to: president@rjpsc.ca

We thank all applicants for their interest.

We acknowledge with respect and gratitude the privilege of living, working and learning on the unceded homelands of the shíshálh and Skwxwú7mesh Peoples.