

201-1256 Barrington Street, Halifax, Nova Scotia, B3J 1Y6

Summer Student Job Posting: Research Projects Assistant

The Community Justice Society (CJS) is a community-based society working in partnership with the Nova Scotia Department of Justice, community-based organizations, volunteers and the general public to administer Restorative Justice Programming to persons at risk or in conflict with the law and persons impacted by crime.

We are currently recruiting a summer student for an **8-week contract (30 hours per week)**. **The successful applicant must have been a college or university student during the 2017-18 academic year and must be returning in the 2018-19 fall semester.**

Position Title: Research Projects Assistant (Summer Student)

Responsibilities/ Duties:

Area of Responsibility: The Summer Student will help with a variety of office-based research, policy, and practice development projects and will assist with a variety of other office tasks. The summer student will provide support to the CJS management team to ensure that operations are maintained in an effective, up-to-date and accurate manner.

Main activities:

- Review internal and external data on Adult Restorative Justice to produce statistical and written reports
 - Compile and organize statistical data, produce statistical reports using Excel
 - Review internal and external literature and case examples
 - Produce clear and detailed written reports, using both statistical and qualitative data
- Assist with other research projects, including conducting policy/practice scans
- Develop program content
- Assist with volunteer program initiatives
- Assist with other duties as required

Qualifications:

- Must be between ages of 18-30, returning to school **FULL TIME** in fall 2018
- Strong written and verbal communication skills
- Experience researching and preparing reports
- Must be able to produce and interpret basic statistical data using Excel
- Must be legally entitled to work in Canada and meet the eligibility criteria (Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act)
- Must submit a clear criminal/vulnerable persons and child abuse registry checks prior to beginning work

Assets

- Education in Criminology, Law, Sociology, Psychology, Social Work, Community Studies, or related

To apply, please submit **resume and cover letter, merged into one document**, to the CJS Hiring Team at hire@communityjusticesociety.org. Applications due no later than **11:59 pm on Monday, May 28th**. You will be asked to provide samples of written work, with a focus on research-related writing, during the interview process.

Thank you for your interest. Only those candidates chosen for an interview will be notified. Community Justice Society is an employment equity employer and we welcome applications from all qualified candidates.

Salary: **\$11.00/hour for 30 hour week**

****Funding generously provided through Canada Summer Jobs**