



**Date:** May 4, 2023

**Competition:** #23-37

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME TERM POSITION  
(3 YEAR TERM)**

**Position:** Coordinator/Instructor (Family Justice) (Position #1000020)

**Division:** Corrections & Court Services Division

**Reporting To:** Program Director, Corrections & Court Services Division

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**Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator- a public post-secondary educational institution that has earned a worldwide reputation for excellence and innovation. JIBC educational programs and services are delivered to government agencies, community organizations, private corporations and the general public in communities throughout the province and around the world. Each year, the JIBC's distinctive educational learning model attracts an average of 27,000 students, many of whom return as students throughout their careers.

**Position Summary:**

The Coordinator/Instructor is responsible for the planning, coordination, and instruction of various training programs for Family Justice Services Division (FJSD). This core client training aligns with FJSD approved practices, policies and procedures, and JIBC's quality assurance standards. The Coordinator/Instructor is also responsible for liaising with Family Mediation Canada to facilitate certification, developing staff initiatives or training programs, and developing or updating courses. In addition, the Coordinator/Instructor works with the Provincial Instructor, Program Director, and FJSD Analysts, to contribute to the development and monitoring of FJSD practices, and policies and procedures, in training materials used in training program delivery. This position can be located anywhere in the province, but will require scheduled travel to JIBC New Westminster.

**Primary Responsibilities:**

**Coordination/Instruction Family Justice Training**

- Researching and assisting with organizing, developing and/or facilitating workshops, seminars, and conferences;
- Facilitating training and instruction of online and classroom training courses to the various FJSD students and/or supporting the Provincial Instructor and tutors in their training function;
- Develops training plans for post-hire students and coordinates the administration of students' Family Mediation Canada's certification;
- Schedules and coordinates courses and training events for FJSD, including drafting of contracts when external resources are used;
- Supports and assists with various training projects, when needed;
- Assists with the recruitment, selection and orientations to online tutors in both post hire and fee-for-service areas;
- Responds to training related queries from the public;
- Oversees trainee-tracking systems as per JIBC procedures;
- Acts as a functional lead for support and technical staff in fulfilling their duties in support of the program area;

- Serves as the bridge between FJSD training needs and JIBC administrative systems and business processes;
- Participates as an ex-officio member of committees, including management, recruitment, analyst and other committees as required; and
- Participates in various training committees, divisional committees and initiatives;

### **Curriculum and Course Development**

- Ensures new and existing courses comply with JIBC administrative practices, policies & procedures ;
- Ensures curriculum and course content is linked to current legislation, FJSD standards, policies and procedures ;
- Assists with curriculum development for new courses or programs;
- Supports the implementation of new courses by working with instructional designer and developers at JIBC's Centre for Teaching, Learning and Innovation;
- Supports curriculum and program reviews as required; and
- Works collaboratively with FJSD to ensure course curriculum is experiential and reflective of best practices in the field.

### **Other Duties**

- Supports the fee-for-service Program Manager whenever possible;
- Supports JIBC and related community initiatives by participating in committees/working groups as necessary;
- Leads or participates in various marketing or promotional activities for FJSD and/or courses; and
- Other duties as assigned.

### **Qualifications & Requirements:**

- A recognized Bachelor's or Master's degree or an equivalent combination of experience, skills and abilities;
- Experience in dispute resolution or collaborative practices;
- Formal education/training in dispute resolution and/or collaborative practices;
- Experience designing curriculum, mentoring students, coordinating and/or facilitating training, with an understanding of adult education principles;
- Three years of recent work experience in a government setting in a social service area.
- A recognized undergraduate degree or higher level of education in social sciences or law;
- Three years of experience working with relevant legislation (e.g. Family Law Act) and/or government policies and procedures;
- Experience facilitating and leading projects and managing project outcomes;
- Training in project management;
- One year experience in researching, summarizing and documenting findings;
- One year experience in policy/procedure and/or technical writing.

### **Knowledge, Skills and Abilities:**

- Knowledge of the family justice system;
- Knowledge of dispute resolution or collaborative practice;
- Knowledge of major initiatives of the Justice Services Branch and/or Family Justice Services Division, Ministry of Attorney General;
- Excellent verbal and written communication skills;
- Strong analytical and facilitation skills;
- Strong organizational and planning skills, including the ability to effectively prioritize and multi-task;
- Highly effective interpersonal and problem-solving abilities, with an ability to act in a bridging role between two organizations;
- Ability to transform complex concepts/processes/legislation into simple, easy to understand written or verbal material;

- Proficiency in MS Word, Excel, Outlook, and PowerPoint;
- Ability to establish and maintain effective working relationships internally and externally, including demonstrated ability to establish and maintain a strong collaborative team environment.

*This is a full time, term position working 35 hours per week. We offer a total compensation package that includes Extended Health and Dental Benefits, and enrollment in the College Pension Plan. In addition, we offer 20 vacation, and 10 personal days annually, as well as generous other leave entitlements.*

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**Posting Date:** May 4, 2023

**Closing Date:** May 18, 2023

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #23-37, via email to [hr@jibc.ca](mailto:hr@jibc.ca).

For more information about this position, please contact Colleen Shaw, Program Director Family Justice [cshaw@jibc.ca](mailto:cshaw@jibc.ca)

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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