**Full-Time Circle Keeper/Facilitator**

**Job Posting**

**About the Role**

TPP believes that healed-people heal-people, and that those with lived experience are the best people to help others to heal. TPP’s is seeking full-time Circle Keepers/Facilitators with lived-experience as an incarcerated person to help expand our programming. This includes programming that supports youth and adults who are at-risk of entering the carceral system, currently involved with the carceral system, or who are returning home after incarceration. This role will report to the Senior Director of Programs and work closely with TPP’s leadership, staff, fellows, volunteers, advisors, partners, and champions to achieve our mission.

Current opportunities require this role to be available for afternoon and evening programming in Boston (Dorchester, Roxbury, Roslindale, etc.) and Middleton, MA. Future opportunities are also anticipated in Taunton, Brockton, New Bedford, Fall River, and Cape Cod as well as other communities in Greater Boston/Eastern Massachusetts.

**Note:** Currently, this position requires frequent travel during afternoon, evening, and weekend hours.

**Essential Duties and Responsibilities**

* Coordination of and attendance at Restorative Justice and other programming that supports youth and/or adults who at-risk, incarcerated, or returning home after incarceration.
* Actively recruit youth and adults for programming, as needed.
* Maintain program attendance records; conduct follow-up for those who did not attend programming to ensure that their needs are met.
* Conduct regular one-on-one check-ins will all program participants to ensure all needs are met.
* Develop and maintain a database of community resources to benefit system-impacted individuals.
* Act as point of contact for participants seeking additional resources; refer to community service agencies as needs arise.
* Partner with TPP’s mental health department to determine participants’ mental health needs, including counseling and addiction support.
* Regular check-ins with supervisor and/or TPP leadership to coordinate communication and additional supports for participants.
* Regular attendance at TPP’s mental health programming, for the employees ongoing RJ journey, is required.
* Represent TPP in the community as requested and required.
* Support all aspects of TPP’s programming as requested and required.

**Skills/Experience**

* Must be a formerly-incarcerated individual who embraces Restorative Justice principles
* Though previous experience with RJ is not required, preference will be given to those who have successfully led or completed RJ programming
* Ability to keep circles and facilitate conversations in a restorative environment.
* Ability to work collaboratively with individuals of all backgrounds and system leaders
* Must submit a CORI form upon selection
* Proficiency with Microsoft Office and Google products
* Reliable transportation required. Valid driver’s license and reliable personal vehicle preferred
* Is inspired by our mission and willing to embrace Restorative Justice in all aspects of our work
* Thrives in a startup environment and comfortable being a part of a young and rapidly-growing organization
* Collaborative spirit who will guide and lead alongside all staff
* Exceptional interpersonal and relationship-building skills
* Excellent verbal and written communication skills
* Positive attitude with creative problem-solving skills

**Compensation and Benefits**

* Salary: $52,000
* Medical, Dental, and Vision Plans
* Spending Accounts – HSA, FSA, and Commuter Benefits
* Workplace Wellness
* Employee Assistance Program
* Life & Disability
* 403b Retirement Plan with up to 4% match
* 11 Holidays + 1 Floating Holiday
* Sick and Vacation Time
* Cigna My Secure Advantage (MSA) Money Coaching
* Cigna Identity Theft Protection and Will Preparation Services
* Cigna Healthy Rewards

**To Apply**

We look forward to hearing from you! Please send your resume and cover letter to Stacia Silvia at stacia@transformprison.org.