



OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

EMPLOYMENT OPPORTUNITY Mediator – Dispute Resolution Program

Accepting Applications until January 19th at 5:00pm

Send cover letter and resume to: Alison Edwards at alison@ochumanrelations.org

Preferred format for applications is pdf.

GENERAL DUTIES

Under the supervision of the Program Director, provides community and court-based conflict resolution services, educational workshops and mediation training at a variety of locations throughout the county. Responsibilities include:

- Casework as a community and court mediator.
- Identifying, developing and conducting educational workshops on topics in which disputes and conflicts arise (landlord/tenant, police/community, employment, etc.).
- Developing and maintaining partnerships with local stakeholders (law-enforcement, community-based organizations, citizen groups, schools, businesses, etc.).
- Community outreach.
- Recruiting, training, utilizing and retaining court and community volunteers.

QUALIFICATIONS

Two years combined experience/education that demonstrates knowledge and abilities listed below:

- Basic Mediation Certification and a working knowledge of Alternative Dispute Resolution practices.
- Community and/or court mediation experience.
- Workshop development and facilitation skills.
- Strong community relations and collaboration skills.
- Bilingual (English/Spanish) skills a plus.

Ability to:

- Work with diverse groups and individuals to promote cooperative and amicable resolution of conflicts.
- Deal tactfully and respectfully with sensitive issues involving divergent viewpoints and cultures.
- Communicate with grassroots community people in a non-patronizing manner.
- Interface with civil/small claims litigants, court personnel and judicial officers in a respectful and diplomatic manner.
- Work independently, be organized and able to work on multiple tasks.
- Prepare comprehensive written and oral reports.

Some Knowledge of:

- Individual and intergroup relations and problem solving techniques.
- Human and civil rights issues especially as they pertain to the community.
- Community building techniques.
- The court system and its processes, e.g. small claims, limited civil matters, etc.

EMPLOYMENT PACKAGE

Hourly wage: \$19.71-26.44 based on experience, 32-40 hours per week, plus benefits package including: full health, dental, 401(k), life insurance, 11 paid holidays, 9 sick days, 10 paid vacation days, and others.

*******Bilingual applicants are encouraged to apply*******

The Orange County Human Relations Council is a non-profit 501(c)3 organization. Our mission is to foster mutual understanding among residents in order to make Orange County a better place for ALL people to live, work and do business.