



# OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

1801 E Edinger St, Suite 115, Santa Ana, CA 92705 \* 714.480.6585 \* [www.ochumanrelations.org](http://www.ochumanrelations.org)

## EMPLOYMENT OPPORTUNITY Mediation Program Coordinator

### Accepting Applications until January 12, 2018

Send cover letter and resume to: Sheri Wingate [sheri@ochumanrelations.org](mailto:sheri@ochumanrelations.org)

*Please submit cover letter and resume in **pdf** format.*

### **GENERAL DUTIES**

This is a professional level position under the general supervision of the CEO or designee. The Mediation Program Coordinator supervises a small staff and volunteers that provide community and court-based conflict resolution services, educational workshops and mediation training at a variety of locations throughout the county. This program is supported through a grant fund created by the California Alternate Dispute Resolution Act and administered by the County of Orange. OC Human Relations has been funded to conduct this Alternate Dispute Resolution Program for over 25 years.

### Responsibilities Include:

- Conducting and coordinating casework as a community and court mediator;
- Identifying, developing and teaching workshops on topics in which disputes arise, such as landlord/tenant, police/community, employment, neighbor to neighbor;
- Leading and supervising the alternate dispute resolution staff and volunteers;
- Coordinating and/or presenting the basic mediation and advanced mediation certified training;
- Developing and maintaining relationships with local outside stakeholders such as; courts, law-enforcement, community organizations, schools, businesses, diverse community groups;
- Recruiting, training, utilizing and retaining court and community volunteers;
- Assisting in program development and evaluation.
- Preparing detailed reports in compliance with the contract.
- Working with the bookkeeper to insure contract compliance.

### **QUALIFICATIONS**

- Two years combined experience/education demonstrating the knowledge and abilities listed below.
- Basic Mediation Certification and knowledge about Alternate Dispute Resolution Practices.
- Court and/or community mediation experience.
- Workshop development and facilitation skills.
- Community relations and collaboration ability.
- Supervision experience.
- Bilingual English/Spanish expertise is a plus.
- BA/BS degree from an accredited college or university.

### Ability to:

- Work with diverse groups and individuals to promote cooperative and amicable resolution of conflict.
- Deal tactfully and respectfully with sensitive issues involving divergent viewpoints and cultures.
- Communicate with grassroots community members 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 well organized and able to work on multiple projects.

### Some Knowledge of:

- Restorative practices in the community, justice system and schools.
- Individual and intergroup relations and problem solving techniques.
- Human and civil rights issues.
- Community building techniques.
- The court system and its processes for example: small claims, limited civil matters, family etc.

## **EMPLOYMENT PACKAGE**

Annual Salary: \$52,000 to \$70,000 depending on experience.

Full benefits including: health, dental, 401(k), life insurance, 9 sick days, 14 paid holidays, 10 paid vacation days, and others.

## **Organization Profile**

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*At OC Human Relations we believe ALL people have a right to live free from discrimination and violence based on any aspect of their being.*

*Founded in 1991 as a non-profit 501(c)3 organization, OC Human Relations is a nationally recognized leader in creating safe, inclusive schools and communities, developing diverse leaders, mediating conflict and building respect and inclusion among all people.*

*OC Human Relations helps shape the future through innovative programs like BRIDGES Safe and Respectful Schools, Police/Community Reconciliation, #HateFreeOC, Restorative Justice, Intergroup Dialogues, Hate Crime documentation, Police training in Implicit Bias, Immigrant Parent Leadership Institute, Community Building, Diverse Leadership Development, Mediation and Conflict Resolution, and OC Human Relations Commission.*