



EMPLOYMENT OPPORTUNITY

Dispute Resolution Program – Family Mediation Program Coordinator

Part-time: 16 hours/week

Accepting Resumes through January 4, 2019

Send cover letter and resume to: Don Han, Operations Manager
don@ochumanrelations.org

SALARY RANGE: \$1387 to \$1770 per month based on experience.

Benefits include pro-rated vacation, sick leave and holidays.

A screening of applications will determine the most qualified candidates who will be invited to an interview. Interviews may include a short written test and/or mediation skill demonstration.

General Duties: Under the supervision of the Program Director:

- Conduct family mediation-focused trainings for mediators
- Provide intake for new mediation clients, screen for domestic violence and assign cases to mediators
- Maintain community, court and family mediation caseload
- Conduct outreach and marketing with limited budget
- Consult on programmatic procedures and policies
- Spot legal issues and research applicable law
- Recruit, train, mentor and manage volunteer mediators

Minimum Qualifications:

A BA/BS degree and three years of substantial experience demonstrating possession of the knowledge and abilities listed below:

- Documentation of DRPA-certified mediation training and family mediation training
- Working knowledge of California family law and family law mediation
- Experience working with family law matters, e.g. drafting judgments, calculating child support, etc.
- Experience in program or practice development, including managing and mentoring individuals
- Experience as a trainer, preferably in family law and mediation

Desirable Qualifications:

- Doctor of Jurisprudence and State Bar of California active member in good standing
- Bilingual skills (English/Spanish)
- Knowledge and experience in elder mediation

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
- Build collaborative relationships with court personnel, judicial officers, and community partners
- Work independently; be organized and able to work on multiple tasks
- Prepare comprehensive written and oral reports

Knowledge of:

- Individual and intergroup relations and problem-solving techniques
- Human and civil rights issues especially as they pertain to the community
- Mediation process and skills, particularly facilitative and restorative justice approaches
- The court system and its processes, particularly family court