

Job: Mediation Director

Position: Non-exempt; 20 hours per week; \$23-25 per hour, DOE; in-person (hybrid negotiable).

Reports to Executive Director. Open until filled.

Respond: with cover letter, résumé and 3 professional references, to leslie@nwmediationcenter.com
subject line: "Assistant Director"

Mediation Director - Required Qualifications:

- Must be a certified mediator through a Washington Dispute Resolution Center, Washington Mediation Association, mediate.com, or an equivalent approved program
- At least 3 years' experience as a practicing mediator
- Experience as a teacher, coach or trainer
- Passion for community service, nonviolent communication, and peaceful problem solving.
- Strong verbal and writing skills; calm telephone/classroom voice and style
- Ability to work compassionately with individuals in conflict and affected by trauma
- Familiarity and ease with use of databases, Zoom, and Microsoft Office applications
- Comfort with a collaborative organizational structure
- Ability to work collaboratively with a small, partially remote team

Mediation Director - Ideal Qualifications:

- Multi- or Bi-lingual fluency
- Experience in Restorative Practices and NVC
- Trauma-informed training

Mediation Director - Primary Job Duties:

- Primary staff mediator
- Together with Intake Specialist, assign and monitor appropriate mediations and schedules
- Supervision of staff and volunteer mediators
- Management of the mediation practicum program
 - Training and supervision of mediator interns
 - Member of NMC Certification Committee
 - Mentor and coach mediator practicum interns
 - Design and maintain practicum materials (e.g., publication descriptions, forms, etc.)
- Along with other staff and volunteers, conduct mediations, mediation training and community education classes