



Center for Dispute Resolution and Restorative Justice

Coordinator of Mediation

The Opportunity

Resolve has an opening for a creative and energetic professional mediator. The Coordinator of Mediation is an entry level position with room for development and advancement.

Description of Duties

Resolve's mediation team works collaboratively with the other professional staff of Resolve to lead and develop programs in support of Resolve's mission. Mediation services include court-connected mediation in Jackson and Josephine County, Oregon Foreclosure Avoidance Program (OFAP) facilitations, and dispute mediation for manufactured dwelling communities, neighborhoods, workplaces, and families.

Resolve mediators mentor and manage volunteers and independent contractors to provide mediation services and group facilitation for individuals, schools, businesses, community groups, faith communities, civic organizations and municipalities. A mediator may serve as a leader for the *Fundamentals of Mediation* training and for continuing education for developing mediators.

Resolve mediators serve as representatives for dispute resolution practices in southern Oregon, for regional and statewide leadership and professional initiatives and conferences. This may include in-person presentations, specialized trainings, communication by phone and email, and participation in community functions. All Resolve staff work internally and externally to build and maintain relationships that bind staff together and create lasting relationships with the broader community, including social service providers, educational institutions, and governmental agencies.

Required Skills/Experience

- Bachelor's degree or a two year degree in a related field
- Experience providing mediation services
- The ability to work effectively across cultures as well as sectors, celebrating and incorporating the gifts that diversity brings to our work, our lives, and our practice
- Computer literacy
- Excellent speaking and writing skills
- Demonstrated leadership and management skills
- Flexibility and a sense of humor

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Physical Demands

- Must be able to travel to work locations across the southern Oregon region
- Must be able to help transport training supplies (such as manuals, charts, easels, laptops) to various training venues.

Preferred Skills/Experience

- Bilingual (English/Spanish)
- Experience providing court connected mediation services
- OFAP Facilitation training or other specialized area of practice
- Experience developing and delivering adult trainings
- Experience with networking and relationship cultivation
- Volunteer management and development experience

Other Duties as Assigned

About Resolve

Founded in 1990, Resolve serves southern Oregon communities by helping people manage conflict through mediation, restore harmed relationships and communities through restorative justice, and advance peace through education and training.

Resolve transforms the way the people and communities of southern Oregon manage and resolve conflict and repair from harm.

Resolve's **mediation services** include dispute resolution in areas of family relations, divorce, schools, property, workplace, neighbor-to neighbor, landlord/tenant, elder/caretaker, adoption, foster care, and foreclosure avoidance facilitation. Resolve provides mediation in Jackson and Josephine County Circuit Courts, for small claims and FED (Forcible Entry and Detainer) eviction proceedings. Current mediation staff includes a director, a temporary part time coordinator, and volunteers.

Each year Resolve produces professional level **trainings and seminars** open to the public and an in-depth *Fundamentals of Mediation* course that provides individuals with the education required to work as civil mediators.

Beautiful Southern Oregon

Medford is situated in the heart of southern Oregon's beautiful Rogue River Valley, just off of Interstate 5 and about 27 miles north of the California-Oregon border. Pear orchards bloom profusely in the spring, surrounded by snow-capped peaks still white with the last snows of winter. The summers are very warm and fall colors are beautiful. Few places in Oregon combine scenic beauty, outdoor recreation, historical, and cultural attractions more successfully than southern Oregon. Medford and the neighboring towns, including Grants Pass, Ashland, and Jacksonville bring world-class arts, fine wine, and a friendly welcome.

Requirements for Employment

- Criminal background check
- Valid Oregon driver's license or the ability to obtain one
- Employees who work with community partners including but not limited to courts, community justice and schools may be subject to drug testing

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Status	Salary Exempt, Full Time (.9 FTE)
Salary	\$35,000 - \$37,500 depending on experience
Benefits	10 paid holidays annually, generous ETO, health insurance, flexible scheduling possible
Time Commitment	.9 FTE or 36 hours per week expected (less than full time negotiable) Limited evening and weekend work may be required.
Start Date	Negotiable

How to Apply

Submit a single-page cover letter, resume, a mediator log or summary of case experience, and a list of four professional references (including contact information). Email your application materials (in the form of clearly labelled PDFs) to Deltra Ferguson, Ph.D., Executive Director, contact@resolvecenter.org. In the subject line of the email please type your full name and "Coordinator of Mediation".

Open until filled. Preference given to applications received before February 29, 2020. No phone calls please.

Resolve is committed to building a culturally diverse team of practitioners and strongly encourages applications from minority candidates. Resolve does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in accordance with Federal and State law. In addition, Resolve does not discriminate based on gender identity or sexual preference.