



Center for Dispute Resolution and Restorative Justice

## **Director of Mediation**

### **The Opportunity**

Resolve is opening a hire for a new position for a creative and energetic professional mediator. Directors of Mediation work collaboratively with the professional staff of Resolve to lead and develop programs in support of Resolve's mission. Resolve serves as the hub for dispute resolution services for southern Oregon. Our services include court-connected mediation in Jackson and Josephine County, Oregon Foreclosure Avoidance Program (OFAP) facilitations, mobile home dwelling communities, community, workplace, and family disputes along with facilitation services for community processes, retreats, and business and municipal operations.

### **Description of Duties**

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. For Directors of Mediation this may include in-person presentations, specialized trainings, communication by phone and email, and participation in community functions. It is also expected that a Director of Mediation will serve as a representative for dispute resolution practices in southern Oregon, for regional and statewide leadership and professional initiatives and conferences.

Resolve volunteers are trained and valued as service providers, leaders, and historical foundation for our organization. Directors are responsible for developing this shared resource. Volunteers can include AmeriCorps members, university student interns from Southern Oregon University and the University of Oregon's CRES (Conflict and Dispute Resolution Master's Program), and community members. Directors of Mediation 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. Directors serve as key leaders of the training team for the Fundamentals of Mediation and for continuing education for developing mediators.

Directors of Mediation have assigned primary administrative and supervisory responsibilities for selected areas of service while working cooperatively with other directors to assure all mediation and facilitation service obligations are met. This involves negotiation of fees for services, fulfillment of contractual obligations, the development and exploration of new opportunities, and gathering statistics to contribute to the organization's aggregated data and grant reporting. Directors are also involved with maintaining the organization's fiscal health. All Directors maintain fiscal objectives and a strategic plan designed to support the mission of Resolve, budgetary expectations, and compliance with state rules.

## Required Skills/Experience

- Bachelor's degree or a two year degree in a related field
- Four years fulltime experience as a mediator
- Supervisory experience
- 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 communication skills
- Demonstrated leadership and management skills
- Flexibility and a sense of humor

## 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)
- Master's Degree in a related field
- Experience in providing court connected mediation services
- Training and experience in domestic relations mediation (custody/parenting and financial)
- Knowledge, training and experience in restorative justice values, principles and practices
- Experience developing and delivering adult trainings
- Experience with networking and relationship cultivation skills
- Volunteer management and development skills

## 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. In addition, 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 two directors 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. Resolve also partners with businesses and organizations to bring customizable conflict and communication trainings to their employees.

Resolve's **restorative justice programs** work in partnership with juvenile justice and youth corrections with at-risk youth, crime victims, community members, and those impacted by juvenile crime. Restorative justice practices are brought to regional K-12 schools to help maintain a safe learning environment by strengthening relationships and teaching how to repair them when harm is done. Student bystander empowerment and bullying intervention education, student peer mediation, and restorative justice implementation are all part of Resolves school based education programs and services. Current restorative justice staff includes two directors, three specialists, and volunteers.

### **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. At this time, evidence of marijuana use may prohibit an employee from working with a Resolve partner and may be cause for termination.

<b>Status</b>	Full time (.9FTE), salary exempt (expected 36 hours per/week)
<b>Salary</b>	\$42,000 - \$46,000 depending on experience, 10 paid holidays annually, generous ETO, health insurance paid at 50% and HSA/PPO options
<b>Time Commitment</b>	Some evening and weekend work may be required.
<b>Start Date</b>	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, Resolve (contact@resolvecenter.org). In the subject line of the email please type your full name and "Director of Mediation".

Open until filled. 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.