

# TRAINING & MEDIATION COORDINATOR

Effective: April 27, 2021

Oakland Mediation Center is seeking a **part-time Training and Mediation Coordinator**. For 31 years Oakland Mediation Center (OMC) has provided conflict resolution and education services that are quite affordable and quickly empower community members, families, businesses, courts and schools to resolve conflict. OMC is an apolitical, non-profit, volunteer based Community Dispute Resolution Program (CDRP) center whose volunteers represent and serve the community. Visit OMC's web site at [www.mediation-omc.org](http://www.mediation-omc.org).

## **JOB SUMMARY**

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The Training and Mediation Coordinator is responsible for assisting the Education Manager and Mediation Team Leads with trainings, events, and case load coordination. This job requires working individually and in teams.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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### **Education Trainings and Events**

- Updates, orders and assembles existing training materials such as handbooks, manuals, posters, flyers and certificates of completion at the Education Manager's request. Proof reads all documents before giving to the Education Manager for final approval.
- Co develops with the Education Manager and maintains training marketing and promotion materials for various trainings as directed. Materials include email marketing campaigns, press releases, training flyers and brochures, etc.
- Posts scheduled trainings on event registration site, OMC's website, and various community calendars
- Tracks and maintains the registration of all trainings as directed. Updates the master training database as directed.
- Consults with Education Manager and Executive Director for approval on marketing and promotion efforts.
- Updates qualified coaches list in Madtrac with the assistance of Volunteer Services. Schedules qualified coaches for adult and youth trainings, as needed. Sends coach's packets to scheduled coaches prior to the training.
- Coordinates with sub-contract trainers for upcoming training needs, including but not limited to contracts, payment reimbursement, and presenter kits.
- Arranges, cleans and restores the training tables to their original state before and after the completion of all trainings. Ensures the necessary equipment is obtained and set up in the training room.
- Purchases refreshments, food and training materials as needed or requested.
- Prepares, orders, and arranges breakfast, lunch and afternoon refreshments for trainings, as directed.
- Compiles and assesses training evaluations. Distributes the results of the training assessments to the trainer, Executive Director, and the Education Manager.
- Creates, organizes and maintains all training files as directed. Upon completion of all training, closes out all training files and provides them to the Education Manager and the Executive Director for approval.
- Tracks expenses for all trainings.

## **Mediation Services**

- Opens cases, produces invoices and tracks payments.
- Inputs, tracks and updates case and volunteer contact information and mediation hours using case management software, MADTrac.
- Attends OMC events and staff meetings.
- There may be additional special projects assigned at the discretion of the Mediation Team Leads or the Executive Director.

## **QUALIFICATIONS**

- Experience performing administrative skills in an office setting required.
- Associates Degree preferred. Degree in progress is acceptable.
- Two-four years of experience in the field or in a related area is preferred but not required.
- Mediator Training is preferred but not required.

## **COMPETENCIES**

- Technical Capacity
- Communication
- Initiative
- Learning Orientation
- Flexibility

**For the full job description go to [www.mediation-omc.org](http://www.mediation-omc.org)**

Salary: \$13.00-\$15.00 per hour for 24 hours per week, to be determined

Please send cover letter & resume to:

Charity Burke, Executive Director  
Oakland Mediation Center  
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Bloomfield Hills, MI 48302  
Fax: (248) 338-0480  
Email: [cburke@mediation-omc.org](mailto:cburke@mediation-omc.org)

Resumes will be accepted until May 15, 2021.