



Community Mediation Assistant Apprenticeship/Internship Description

Role:

The Community Mediation Assistant is an unpaid apprenticeship/internship role which supports the SEEDS Community Mediation Program. In collaboration with the Mediation Case Supervisor and Case Developer Volunteer team, the Community Mediation Assistant helps to support, educate, and prepare community members seeking conflict resolution services, coordinate logistics of mediations and conflict coaching, and perform other tasks and projects to improve SEEDS Community Programs.

This unpaid apprenticeship/internship is approximately 12 - 15 hours/week for 3 - 6 months with a starting date on or before January 11, 2021. This role is currently remote and requires access to reliable wifi and a desktop or laptop.

Responsibilities:

- Triaging client requests for services
- Providing case development including intakes, referrals, scheduling, and follow-up
- Conducting case development for complex and large multi-party cases
- Providing support to clients and mediators facing access barriers to services
- Training new Case Development volunteers
- Supporting internal and public trainings
- Assisting with other tasks and projects

Required Qualifications:

- Knowledge of and experience in mediation, conflict resolution, and/or restorative justice
- Excellent listening and empathy skills
- Honesty, integrity, a strong work ethic, and a commitment to and passion for SEEDS' mission
- Experience working collaboratively with diverse groups of people (e.g., gender, sexual orientation, race, ethnicity, religion, ability, nationality)
- Strong social justice lens
- Strong organizational skills
- Ability to self-direct and work independently on a remote team
- Openness to giving and receiving feedback
- Proficiency with computers and ability to learn new programs
- Day-time availability for 12-15 hours/week for at least 3 months, 9am – 5pm, Monday – Friday

Preferred Qualifications:

- Bi-lingual Spanish/English
- SEEDS 40 Hour Mediation certificate or similar
- Experience with Sales Force or other CRM system

Compensation:

- This is an unpaid apprenticeship or internship position

- The volunteer may attend SEEDS trainings at a reduced cost/no cost, as determined collaboratively by volunteer and SEEDS staff. This compensation arrangement is valid through the duration of the volunteer tenure unless otherwise determined



How to apply:

- Applications for this position are now open and are being reviewed on a rolling basis
- For best consideration, apply before Nov 29, 2020
- To apply, please complete the [application form](#) and email a resume/CV to casesupervisor@seedscrc.org

SEEDS is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Job applicants and staff shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions.