

Position Title:	<b>Office Coordinator</b>	Department:	<b>Dispute Resolution Center - Skagit</b>
Reports to:	<b>Regional Director</b>	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Status:	<b>Part Time (16 hours/week)</b>	Supervises:	Yes No <input checked="" type="checkbox"/>

**GENERAL FUNCTION:** Coordinate the overall day to day office functions and services of the Skagit Dispute Resolution Center, including working with the public, mediators, providing information and referrals and scheduling mediations.

**QUALIFICATIONS:**

- Bachelor’s degree or equivalent and 4 years of relevant conflict resolution experience preferred.
- Effective written and verbal communication skills, plus positive attitude and flexible work style.
- Highly developed interpersonal skills with the ability to work cooperatively with staff, volunteers and community a must.
- Ability to prioritize and work independently on complex tasks.
- Basic proficiency with computers, word processing skills.

**PRINCIPAL ACTIVITIES:**

- Manage day-to-day Skagit office operations.
- Coordinate promotion of services, trainings, projects, and workshops to community.
- Responsible for coordinating mediations at the Skagit location; prep rooms, assist mediators.
- Collect data for DRC reports.
- Coordinate volunteer mediator activities with the Practicum Coordinator
- Oversee and maintain client files, computer data and monthly volunteer reports.
- Coordinate setup and registration for VOICE trainings.
- Prepare mediation rooms and technical aspects of usage.
- Order supplies for the Skagit office and oversee the general appearance of common area.
- Connect with Snohomish Co. office via staff meetings, trainings and correspondence.

If you wish to apply for this position, please email your cover letter and resume to: [recruiter@voaww.org](mailto:recruiter@voaww.org).

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