

POSITION: TRAINER/ OUTREACH

IMMEDIATE SUPERVISOR:	Director of Operations
ASSOCIATION:	Dispute Resolution Center
HOURS & WAGES:	Full Time/ DOE
DATE OF DESCRIPTION:	September 2015

GENERAL FUNCTION: Promote and administer training programs, community outreach and conflict resolution skills. Work with other DRC trainers to develop a wide variety of training programs and act as trainer in these same programs.

QUALIFICATIONS:

- Experience in training, presentations, project coordination, public speaking, public relations and mediation.
- Experienced mediator and demonstrated belief in alternative dispute resolution processes.
- Bachelor's degree or equivalent experience desired.
- Effective written and verbal communication skills.
- Experience developing training curriculum.
- Ability to be the Dispute Resolution Center Ambassador to the community by developing community relationships.
- Highly developed interpersonal skills with the ability to work cooperatively with staff, volunteers and community.
- Ability to prioritize and work independently on complex tasks.
- Proficiency with Microsoft Office products.
- Flexible schedule, ability to travel to Snohomish, Island and Skagit Counties.

PRINCIPLE ACTIVITIES:

- Present and train conflict resolution skills.
- Create and prepare training materials.
- Liaison to the public, community and citizens.
- Schedule speaking engagements and give presentations.
- Outreach to businesses, schools, agencies, etc.
- Coordinate and develop special projects as assigned.
- Mediate DRC cases.
- Other DRC duties as assigned.

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

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