



## **Mountain Mediation Center Program Coordinator (P/T, potential full-time opportunity)**

Mountain Mediation Center, a nonprofit organization, assisting residents of Summit and Wasatch counties in the prevention and resolution of disputes, is seeking to hire an energetic, self-starter to become part of our team as Program Coordinator. The position is hybrid, part-time and with variable work hours; some evenings required. On average, the Coordinator will work between 15-20 hours each week. \$22-\$25 per hour.

### **Duties**

- Manage case intake process, including:
  - Respond to phone and website inquiries about services
  - Conduct intake interviews with potential clients
  - Screen cases to ensure suitability for mediation
  - Assign mediators to cases
  - Schedule mediations
  - Maintain databases and other tracking data
- Administer MMC's landlord/tenant eviction diversion program in partnership with local organizations to help prevent and resolve landlord/tenant disputes in Summit and Wasatch counties.
- Conduct outreach to members of the community to inform them of the availability of MMC mediation programs, eviction diversion services and other MMC services targeted to prevent and resolve disputes outside of court
- Engage residents in MMC's bilingual Community Conversations, bringing new voices into important community discussions
- Build and maintain a collaborative relationship with MMC staff and board, community partners, and residents of the community by attending monthly community partner meetings and other outreach events

### **Qualifications**

- Ability to communicate in a courteous and professional manner in both English and Spanish
- Ability to work independently and within MMC policies, including maintaining confidentiality
- Ability to use (or willingness to learn) Facebook, Instagram and basic website management

Please submit cover letter and resume to: [gretchen@mountainmediationcenter.org](mailto:gretchen@mountainmediationcenter.org)

3/2023