



Metropolitan Mediation Services

43 Garrison Road, Brookline, MA 02445-4498 - (617) 241-0300

<http://metromediation.org>

Hiring Announcement

TITLE: Court Programs Coordinator

HOURS: 70% time position

ORGANIZATION: Metropolitan Mediation Services (M.M.S.) is a community mediation program which has served the Greater Boston Area since 1987. M.M.S. has a community and social service focus, providing mediation services and conflict resolution training and education to Boston area courts, schools, housing authorities, and human service agencies. M.M.S. is a program of the Brookline Center, a non-profit community mental health center that has been in operation for 50 years.

POSITION DESCRIPTION AND DUTIES: The Court Programs Coordinator coordinates M.M.S.' programs in 11+ Trial Court Divisions, overseeing activities for multiple case types; maintains quality of services and consistency of procedures; Administers court mediation staff and mentoring program; Monitor and maintain quality of services; Recruit court volunteers; Advise M.M.S. Director in employment of Supervising Court Mediators; Coordinate and conduct orientations and trainings; Maintain relations with Courts; Participate in basic mediation trainings; Provide reports as needed; Design, produce and distribute materials and supplies; Act as court supervisor/coordinator in at least one court and act as substitute, as needed, in others.

POSITION QUALIFICATIONS: Qualified applicants should be committed to the field of community mediation; be well organized; have completed more than one mediation training program, including at least one satisfying the standards and guidelines under SJC Uniform Rules on Dispute Resolution Rule 8; have functioned as a mediator for three years conducting mediations of multiple case types; have good verbal and written communication skills; be capable in the basic operation of word processing, database, and spreadsheets. Training and education experience is a plus. J.D. or experience in the practice of law is a plus.

SALARY is commensurate with applicable skills and experience. Benefits include health, 403(b) plan, vacation, sick time, etc.

TIMELINE AND INSTRUCTIONS: Anticipated Position Start Date: September 15, 2008. Applications will be accepted immediately. Candidates will be contacted after August 25.

To apply, email a cover letter and resume to hire@metromediation.org.

M.M.S. and the Brookline Center are equal employment opportunity employers committed to workplace diversity.