

PROGRAM ASSISTANT JOB DESCRIPTION

Yolo Conflict Resolution Center (YCRC) is a nonprofit community organization that provides conflict resolution and restorative justice services including mediation, facilitation, and training.

YCRC is seeking a motivated individual with experience and interest in mediation, conflict resolution and restorative justice.

Position: Program Assistant

General Job Description:

The Program Assistant will report to the Mediation Services Program Coordinator, the Restorative Justice (RJ) Program Coordinator and the Executive Director.

Responsibilities (include but are not limited to):

- Provide initial intake and screening for service inquiries
- Collaborate with the Mediation Program and RJ Program Coordinators on the implementation of services
- Provide follow-up with all Mediation and RJ sessions participants
- Represent YCRC on community committees
- Provide data tracking, reports and other evaluations of all mediation and RJ sessions
- Recruit, screen and coordinate training of YCRC volunteers
- Assist in the supervision of YCRC volunteers
- Other duties as assigned by the Executive Director

Qualifications:

Minimum Requirements

- Familiarity with restorative justice, conflict resolution and mediation practices
- Experience scheduling conferences, meetings, or equivalent
- Experienced in Microsoft Office programs as well as database management
- Ability to inform potential participants about services offered
- Strong oral and written communication skills
- Excellent listening skills
- Strong customer service skills
- Must pass background check for working with youth

Desired Characteristics

- Bilingual in Spanish/English
- Experience in case management of clients or patients either from the nonprofit sector or social services (internship experience considered)
- Training and experience in restorative practices / mediation
- Experience in compiling statistical reports for grants

Time Commitment:

- 40 hrs./week
- Flexible schedule (some evenings/weekends for special programs)

Target start date: May 2022

To Apply: Please e-mail your resume and cover letter as two separate attachments with the subject line “Your Name –PROGRAM ASSISTANT” to kara@yolocrc.org