

PIEDMONT DISPUTE RESOLUTION CENTER
Director of Mediation and Administrative Services
Position Announcement

Please submit applications by October 28, 2020—Tentative start date early-to-mid November

Overall Job Role:

The Piedmont Dispute Resolution Center (PDRC) is seeking a director of mediation and administrative services. The services director is responsible for providing mediation services to all courts served by PDRC and to the public (except Prince William County) as well as internal administrative functions.

Duties Include (but are not limited to):

Court & Community Mediation:

- Schedule mediators and mediations based on courts' and client needs.
- Mediate court cases.
- Distribute monthly mediation court calendar to mediators and staff.
- Case-related communication with court personnel, mediators, clients and attorneys.
- Ensure the timely submission of orientation/mediation reports to the courts.
- Ensure all mediation agreements are properly written, signed and timely submitted.
- Working with the administrative assistant, ensure DC-40 forms and general district court invoices are properly and timely submitted to the Supreme Court of Virginia.
- Working with the bookkeeper, ensure the timely compensation of mediators.
- Schedule and mediate non-court cases (business, interpersonal, etc.) when called upon.
- Oversee annual coordinator contract with Virginia Supreme Court's Division of Dispute Resolution Services including submission of monthly and quarterly reports.

Personnel Management:

- Liaison between center and all courts and clerk's offices service by PDRC (except Prince William County). Development and maintenance of effective relationships with judges and court personnel.
- Maintain a list of potential mediators/mentees.
- Mediator recruitment, orientation, monitoring and management, in conjunction with executive director. Ensure the courts are served by a ready pool of qualified mediators. Mediators who serve PDRC courts must meet the standards expected by the courts and public.
- Mediator evaluation, discipline and termination, in conjunction with executive director.
- Conduct mediator meetings and assist in development and administration of continuing education.

Administrative:

- Annual submission of Virginia Dept. of Social Services' Neighborhood Assistance Program NAP).
- Assist with annual fundraising letter.
- Maintain computer anti-virus and backup systems, specifically Norton and Carbonite.
- Oversee the purchase and computer installation of Civilware to calculate child and spousal support as well as PDRC's cloud-based case management system through Mediate.com.
- Oversee the annual Give Local Piedmont (GLP) campaign.
- Negotiate contract(s) for internet and telephone services (Comcast).
- Manage or supervise the maintenance of the website, including interfacing with Network Solutions and Godaddy.
- Oversee mass mail software such as MailChimp.

Requirements and Qualifications:

- Bachelor's degree (Master's degree preferred) in a related field or equivalent experience.
- Judicial Council of Virginia mediator certifications in general and juvenile and domestic relations district courts.
- Demonstrated ability to problem solve and be resourceful.
- Action-oriented, adaptable and innovative approach to program development.
- Strong interpersonal skills and talent for networking outreach and public relations.
- High level of comfort and effectiveness in working with a diverse network of individuals.
- Reliability and the highest level of discretion with confidential information.
- Demonstrated significant management and/or supervision experience.
- Exceptional interpersonal and communication skills both written and oral.
- Strong leadership skills.

Technical Skills:

- Proficiency in Microsoft Office including Word, Excel and Outlook
- Proficiency in CivilWare for child and spousal support calculations
- Basic computer maintenance, networking and trouble-shooting
- Social media (e.g. LinkedIn, Facebook)
- Website management/familiarity

Salary:

This is a full-time position with a starting salary in the \$50s with salary growth opportunities, paid holidays and additional paid leave.

About Piedmont Dispute Resolution Center (PDRC)

PDRC is a 501(c)(3) non-profit organization headquartered in Warrenton, Virginia and a member of the Resolution Virginia Association and the National Association for Community Mediation. Established in 1990, PDRC is recognized for providing quality dispute resolution programs and training workshops in mediation, facilitation, negotiation, restorative justice and conflict management. See our website at www.PiedmontDisputeResolution.org for more information.

How to Apply:

Send a resume and cover letter to Ms. Lawrie Parker at Lawrie.pdrc@verizon.net by October 28, 2020. The position is anticipated to start in early-to-mid November.

PDRC is an equal opportunity employer. PDRC recruits qualified applicants and makes all employment-related decisions based exclusively on job-related qualifications, without regard to characteristics such as race, color, national origin, religion, gender, age, marital status, disability, veteran status, sexual orientation, gender identity, or any other status protected by law. U.S. work authorization required.