



## **MEDIATION SERVICES: A Community Resource of Conflict Resolution, Inc.**

### **Job Posting: Administrative Support** Part-time, flexible (~21-28 hours/week)

This position reports to the Executive Director and supports the vision of the Training Program (Resolution Skills Centre) by coordinating the administrative details of the program.

This role also supports our Court Program (Restorative Action Centre) in data entry for opening and closing court files.

This person works closely with the Community Representative.

#### **Qualifications:**

- Extremely organized (and patience with those who are not)
- An understanding of the principles of Restorative Justice
- Strong communication skills (verbal and written), ability to initiate and manage difficult conversations, good telephone manner, strong relational skills
- Excellent problem-solver
- Experience in data entry with excellent attention to detail
- Capacity to work independently and as part of a team
- High self-awareness
- Ability to maintain confidentiality
- Excellent computer skills including word, excel, access, powerpoint, etc.

#### **Compensation:**

Mediation Services offers a comprehensive benefits package including health, dental, employee assistance program, and matching RRSP.

The salary range for this position is \$18 – 22/hr based on education and experience.

#### **Challenges:**

This role requires a person with a diverse set of skills, one who thrives in an environment where multi-tasking is the norm. They must be adept and experienced in managing priorities and 'herding cats'. The successful candidate will be a self-starter, exceptionally organized with great attention to detail. In addition, they must communicate well with great listening skills. The organization is an environment where collaboration and cooperation are valued.

Mediation Services is a non-profit organization based in Winnipeg MB. Our purpose is facilitating peaceful interactions to transform relationships.

#### **We value:**

- Caring – demonstrating openness, compassion and empathy for people and situations and a desire to help others.
- Collaboration – fostering relationships and better outcomes through working together
- Empower – Providing resources, tools and practice to build knowledge, develop accountability and grow in capacity and confidence.
- Integrity – living out our principles of restorative justice and conflict resolution.

Application deadline is August 15 at noon. Cover letter and resume can be forwarded to the Executive Director by email: [info@mediationserviceswpg.ca](mailto:info@mediationserviceswpg.ca).