



## Community Mediation Maryland

310 Tulip Ave., Takoma Park, MD 20912 301-270-9700 Mdmediation.org

Position: PGCCRC Mediation Coordinator  
Employee Type: Part-time (25 hours/week)  
Reporting manager: PGCCRC Center Director

**Position Overview:** Works with the PGCCRC mediation center to provide mediation coordination to include receiving emails, performing intake, tracking referrals, assigning/scheduling mediation, mediating and providing input for grant reporting.

### ESSENTIAL FUNCTIONS:

#### PGCCRC Mediation Coordinator

- Receive emails from PG District Court / SAO
- Complete follow up calls and tracking for referrals
- Perform intake with participants
- Assign cases and coordinate mediations
- Complete input of referral information into Insightly
- Assign and schedule volunteers for mediations
- Communicate with and continually update referral partners regarding cases
- Provide input for required MACRO Grant reporting
- Mediation
- Other duties as assigned

#### Qualifications

- Trained mediator in the Inclusive Model or willing to take the 50-hour training within the first 3 months of employment.
- Proficiency in use of Microsoft Office and other software as well as networking technical support
- Attention to detail and ability to manage multiple projects effectively.
- Excellent oral and written communication skills.
- Ability to work well with people of diverse ages, ethnicities, and education levels.
- Must have own transportation. Non-commute mileage costs will be reimbursed.

Position is primarily remote as PGCCRC is seeking office space in Prince George's County. Travel is required to mediate, attend meetings, training, etc.

Hourly rate: \$20.00 – maximum of 25 hours per week.

**To Apply: Send a cover letter and resume to Fasia Hardy, PGCCRC Center Director at [director.pgccrc@gmail.com](mailto:director.pgccrc@gmail.com)**

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