

Community Mediation Maryland  
310 Takoma Park, MD 20912



Position: Office and Events Coordinator  
Employee Type: Full-time Exempt

**If you are interested in applying for the position, please forward a cover letter and resume to Leslie Overholser at [CMMMDrecruiting@gmail.com](mailto:CMMMDrecruiting@gmail.com). The deadline for submitting your cover letter and resume is May 5, 2023**

**Position Overview:** The Office and Events Coordinator supports the CMM staff with the AmeriCorps program, training, development, and the performance based evaluation process. The position performs all administrative operations. This position reports to the Program Manager.

#### **ESSENTIAL FUNCTIONS:**

**Office Support** (*includes support for AmeriCorps, training, research and data collection*)

- Order supplies, food, and other office materials. Collect items from area stores when delivery is not available or reasonable.
- Answer phones, respond to voicemail, US mail, and email. Provide accurate information and be knowledgeable of CMM processes to direct inquiries to the appropriate channel.
- Support staff members to coordinate solutions to technology issues.
- Coordinate locations and meals for CMM hosted training and events including staff meetings and membership meetings.
- Update CMM websites as needed.
- Communicate with centers about upcoming training and statewide meetings.
- Track available seats, and expected attendees.(Constant Contact)
- Document all actual attendance with sign in sheets.
- Prepare binders, handouts, certificates, and other materials for trainings and events hosted and/or facilitated by CMM.
- Other duties as assigned.

#### **TRAINING & QUALITY ASSURANCE**

- Coordinate, support and attend the Annual Training Scheduling & Input Meeting.
- Update the training calendar on CMM's website regularly, schedule training, in-services, and Coaching and Performance Based Evaluation (PBE) Days.
- Prepare Basic Mediation Training (BMT) and advanced training contracts and coordinate signatures with mediation center directors.
- Work with training staff to coordinate recruiting and scheduling trainers, PBE evaluators, PBE mediators, and PBE/Coaching Day role players, when needed.
- Coordinate PBE logistics, such as recordings, notes, and distribution to mediators and

support the process in person or virtually.

## **RESEARCH & DATA COLLECTION**

- Coordinate collection of and perform data entry for training, in-services, PBE and mentoring evaluations using survey software. Create consolidated reporting and distribute as needed.
- Collect and enter participant evaluation forms and provide data to mediation centers annually.

## **AMERICORPS**

- Coordinate, attend, and provide logistical and administrative support for all AmeriCorps events
- Coordinate with AmeriCorps Director to ensure federal compliance with member files, background checks, timesheets, and portal requirements for statewide AmeriCorps program (currently 25 AmeriCorps members).
- Other duties as assigned by CMM staff.

## **FUNDRAISING AND DEVELOPMENT**

- Provide general fundraising support, maintain donor database, organize newsletter or fundraiser event mailings, and prepare event materials.
- Participate in the Development Committee and support planning for the annual Gala.
- Maintain and update outreach materials.
- Post periodically to Facebook and other social media platforms.
- Responsible for administrative activities associated with Legislative Education Day and Run for Re-entry Events.

## **Qualifications**

- 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 your own transportation. Non-commute mileage costs will be reimbursed.

Start date: Immediate Salary: \$42,500 /year plus comprehensive health benefits and life / disability insurance

This full-time position is generally M-F, 9-5, with some weekend and morning and/or evening requirements. The position is required to be on-site.

**The office location is 9111 Edmonston Rd., Greenbelt, MD 20770**

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