MV Mediation Youth and Special Projects Coordinator

Combined Part time position 20-30 hours per week

Continue our work with a number of schools and organizations providing conflict resolution and mediation training and support services and participate with Island youth programs and organizations to represent MV Mediation program.

Provide organizational and administrative support for ongoing and new projects.

Youth Coordinator-- Youth Mediation Program-- up to 15 hours weekly supporting schools with instruction and support:
- Teaching
- Coordinating
- Teacher liaison
- Promotion
- Reporting
- Videography

Special Projects Coordinator-- Community Program- up to 15 hours taking on wide ranging projects including administration, outreach, technology and records management.
- Self-starter
- Troubleshooter
- Computer competent-- word, excel preferred
- Technology
- Office skills
- Telephone

Required:
Willingness to participate in training including conflict resolution, mediation and youth services
CORI qualified

Preferred:
Previous teaching and K-12 experience.
Professional experience
Previous tech and videography experience
4- year degree
Cross-cultural experience
Portuguese language

Hourly rate, based on experience.
1099 employee.
This is a growth oriented position that may lead to advancement and/or a full-time position.

If interested email info@mvmediation.org