

ADR Resources Coordinator, Maryland Mediation & Conflict Resolution Office (MACRO), Annapolis, MD

Opening Date: December 7, 2007 Closing Date: Open until filled

Position Type: Regular Full Time

PIN: 085649 FLSA Status: Exempt

Location: Maryland Mediation & Conflict Resolution Office (MACRO)

Grade/Entry Salary: J13 \$43,292-\$51,745

(Depending on Qualifications)

Annapolis, Maryland Financial Disclosure: Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: The ADR Resources Coordinator will assist MACRO with a wide variety of projects designed to advance conflict resolution programs in courts, communities, state and local government agencies, criminal and juvenile justice programs, and schools and universities statewide. The ADR Resources Coordinator will assist with the activities of the Maryland Program for Mediator Excellence as well as with MACRO conferences and events. The ADR Resources Coordinator will assist other MACRO staff with publications, website management, and public education efforts, as well as with management of MACRO's grant programs. The ADR Resources Coordinator will work closely with other MACRO staff, consultants, and court staff on the Court ADR Program Self Assessment Project which is a major program of state and national significance being created to assist Maryland court ADR programs. This position will also work collaboratively with the Executive Director, the Deputy Executive Director, and other MACRO staff in all other aspects of the office's work including representing the office at meetings, training programs, conferences, or other events as necessary. Position requires travel throughout the state.

Education: Bachelors degree from an accredited four year college or university.

Experience: Three years of related professional experience.

Note: Advanced degree can be substituted for two years of the required experience.

Preferred: Training and experience in mediation or other alternative dispute resolution processes. Advanced degree in a related field. Ability to conduct training.

Familiarity with courts, grants, and budgets.

Skills/Abilities: Ability to be a self starter, to collaborate, to prioritize, and to manage multiple projects simultaneously.

Outstanding written and oral communication skills, presentation skills, and diplomacy skills. Ability to be creative, a solid

team member, and work in a collaborative work environment. Ability to utilize standard computer software. Valid Maryland Drivers license with good driving record. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary

Human Resources Department

580 Taylor Ave., Bldg. A-1

Annapolis, MD 21401

Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.

ADR Programs Evaluation Director, Maryland Mediation & Conflict Resolution Office (MACRO), Annapolis, MD

Opening Date: December 7, 2007 Closing Date: Open until filled

Position Type: Regular Full Time

PIN: 085650 FLSA Status: Exempt

Location: Maryland Mediation & Conflict Resolution Office (MACRO)

Grade/Entry Salary: J16 \$52,443 - \$62,885 (Depending on Qualifications)

Annapolis, Maryland Financial Disclosure: Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: The ADR Programs Evaluation Director works collaboratively with dispute resolution program managers in the courts as well as in community-based programs, schools, criminal and juvenile justice programs, state and local government agencies and businesses to help develop self-assessment tools and procedures to evaluate program effectiveness. Develops and monitors performance

measures, supports evaluation of the Maryland Program for Mediator Excellence, and documents the overall impact of MACRO's work. The Director implements plans to collaborate on uniform evaluation methods. Assists the Court ADR Resources Director in implementing protocols and monitoring the web-based data collection systems that will assess all MD Court ADR programs. The Director conducts substantive research and surveys; participates as a trainer/presenter in a variety of MACRO sponsored training sessions, panel presentations, workshops and conferences with regard to evaluating conflict resolution programs, and other aspects of the conflict resolution field. Works closely with other MACRO staff to prioritize evaluation projects and administer grants. The Director also serves as part of MACRO's collaborative team to advance the appropriate use of mediation and other conflict resolution processes in Maryland's courts, businesses, schools, communities, and criminal and juvenile justice programs, as well as with regard to the projects associated with government. Position requires travel throughout the state.

Education: Bachelors degree from an accredited four year college or university.

Experience: Five years of relevant professional experience in program evaluation, dispute resolution, or related field.

Note: Advanced education may be substituted for two years of the required experience.

Preferred: Related advanced degree, law degree and/or extensive evaluation experience. Additional training/experience in evaluating the effectiveness of conflict resolution and/or mediation, facilitation, collaborative problem solving or related field, if such training is not included in formal education.

Skills/Abilities: Ability to use state-of-the-art evaluation and survey software. Skills in developing or facilitating the design and implementation of evaluative processes for multiple and diverse stakeholder groups. Excellent interpersonal skills and excellent oral and written communication skills, including the ability to make dynamic presentations to a variety of diverse audiences. Ability to set agendas, do creative problem solving, set priorities and handle multiple duties simultaneously. Ability to work collaboratively with large and small groups. Ability to do research and to design and conduct surveys. Strong computer skills and ability to use a wide range of office-based information technology, such as word processing, email and research databases. Valid Maryland Drivers license with good driving record. Ability to perform all essential functions

of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

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Court ADR Resources Director, Maryland Mediation & Conflict Resolution Office (MACRO), Annapolis, MD

Closing Date: Open until filled

PIN: 083589 Position Type: Regular Full Time

Location: Maryland Mediation & Conflict Resolution Office (MACRO)

FLSA Status:

Grade/Entry Salary: Exempt J16 \$52,443 - 62,885 Annapolis, Maryland
(Depending on Qualifications)

Financial Disclosure: Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: The major focus of the Court ADR Resources Director is to work collaboratively with judges, lawyers, and other appropriate court personnel in Maryland's Circuit Courts across the state to help advance their court ADR programs. Functions include helping courts: identify ADR needs, apply for MACRO grant funds, identify training needs, design and develop pilot programs, draft or amend rules, procedures and forms, formulate action plans, promote and increase awareness about ADR programs, analyze evaluative data, monitor ADR

programs and problem solve. This position also works closely with the District Court ADR office to help support its goals. Responsible for developing and coordinating a new Court ADR Network to enhance communication for all court ADR program coordinators and administrators in the Circuit and District courts; oversees the new innovative Court ADR Program's System of Assessment Project (CAPSAP) which consists of a webbased data collection and reporting system. Assists in coordinating ADR public awareness campaign and works collaboratively with staff in all aspects of MACRO's multi-faceted work.

Education: Juris Doctorate and completion of 40 hours of mediation training.

Experience: Five years of relevant professional experience in law, dispute resolution, court administration, or related field.

Preferred: Familiarity with Maryland court and legal systems. Experience conducting ADR training, with evaluations and data analysis and with media, website design and maintenance.

Skills/Abilities: Knowledge of all forms of ADR, computer literacy, outstanding communication skills and ability to be a self starter, to collaborate, to prioritize, and to manage multiple projects simultaneously. Ability to resolve complex multi-party conflicts.

Outstanding negotiation and diplomacy skills, group facilitation skills, dynamic presentation skills and experience in public speaking. Ability to travel to various locations throughout the state and country and to work overtime as needed. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and

cover letter stating position title. Materials must be received at the address below.

The Human Resources Department will not be responsible for applications/resumes sent to any other address.

A writing sample is required at the time of application.

Maryland Judiciary

Human Resources Department

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Annapolis, MD 21401

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disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.

EDUCATION ORGANIZER, BLOCKS TOGETHER, CHICAGO, IL

Blocks Together (BT) is a multi-issue, grassroots, direct-action community organization made up of residents in the W. Humboldt and N. Garfield Park communities on the west side of Chicago. BT's vision for social justice directs the organization's development and implementation of issue campaigns in the areas of education, housing, and the rights of women, youth and the formerly incarcerated. Our approach to leadership development balances traditional skill-based organizing trainings with political education, providing a foundation for members to understand, analyze, and confront the structures of power that impact their lives. BT offers a unique opportunity in Chicago for organizers to develop the craft of direct-action organizing with community members.

POSITION DESCRIPTION: BT is hiring a full-time Education Organizer to work with community residents to identify, develop and advance organizing campaigns. The organizer will work to ensure parent/guardian involvement in schools and link the availability of quality education with the stability of low-income, Black and Latino communities.

RESPONSIBILITIES :

- § Develop and advance campaign strategy with members, including research and media outreach
- § Develop and execute plan to identify and recruit new members
- § Establish and nurture relationships with members and their support networks
- § Design curriculum, implement and facilitate leadership development through training, political education, and community action research
- § Document and critically evaluate work with members and staff
- § Participate in strategic development and visioning of the organizing work

- § Represent the organization in a variety of capacities, including alliance building and coalition work
- § Prepare progress reports of activities
- § Participate in grassroots fundraising activities
- § Support staff in campaign work, as needed

QUALIFICATIONS :

- § Investment in exploring direct action organizing as a key strategy
- § Enthusiasm working on a grassroots level in a vibrant multi-racial neighborhood
- § Ability to learn and organize with a racial justice lens
- § Interest in investigating the relationship between education and displacement
- § Commitment to building an internal organizational structure that reflects BT's social justice politics
- § Commitment to BT's strategies of community organizing, popular education, leadership development, community building and movement building
- § Ability to work with a current multi-racial staff of women
- § Strong initiative, self-motivated, ability to work under pressure and with a team
- § Strong written and oral communication skills
- § Computer literacy including Microsoft Office, desktop publishing and database experience desirable
- § Ability to work flexible hours, including evenings and weekends
- § Driver's license and transportation REQUIRED, with insurance
- § Fluent Spanish writing and speaking skills strongly preferred

Salary depends on experience. Benefits include generous vacation, compensation, full medical and dental, and pension plan.

APPLICATION PROCESS:

We are taking applications until the position is filled. Please send a resume, cover letter and 3 references to Blocks Together, attention Irene Juaniza (773) 276-2194, email: blockstogether@riseup.net or mail: 3914 W. North Ave., Chicago IL 60647.

Blocks Together is an equal opportunity employer. People of color, women, immigrants, and lesbians/gay/bisexual/transgendered people are encouraged to apply.

From the JOBS IN DISPUTE RESOLUTION LIST prepared and distributed by **Emily Menn**, Director of Education and Professional Development at the [New York State Dispute Resolution Association](#). Join the list by emailing her at emily.menn@gmail.com with the subject "ADD TO JOBS IN DISPUTE RESOLUTION LIST"