



COMMUNITY ENGAGEMENT ACTIVATOR

Community Mediation, Inc.

Community Mediation, Inc. arose 37 years ago to meet a need for self-determined conflict resolution in the neighborhoods and schools of New Haven. In our heyday, we were conducting 800 independent and court-referred mediations a year, and training new mediators to meet the demand. Over time, our services expanded to include facilitation of dialogues in communities and organizations, and training facilitators to work in a range of settings. In the last few years, the context has changed, and our board has embarked on a time of re-visioning, to find sustainable modes of promoting effective communication in support of community well-being.

Vision

Community mediation envisions communities where trained individuals and organizations transform conflict into constructive solutions, community connection and resiliency.

Core Values

- Sustainable solutions can only be achieved through mutual respect and inclusion of all voices.
- Empathy, listening, honest expression, and hope are fundamental to effective communication.
- In divided communities, intentional listening and speaking are essential for healing, understanding, and positive change.

About the Position

Community Mediation is seeking an experienced organizer and event planner: a creative, and self-motivated individual whose role will be to maintain and build our networks of supporters, volunteers, and partner organizations, and with them, create and run a series of productive community conversations on challenging topics.

The position reports directly to the board president. It is anticipated that most of the work will be done remotely on a flexible schedule. Community Mediation has a co-working membership with access to various facilities at Whitneyville Cultural Commons at 1253 Whitney Avenue in Hamden, CT.

Responsibilities

Organizing

- Regularly update CM's social media presence via CM's website, Facebook, Twitter and other sites. Maintain a monthly electronic newsletter and quarterly "spotlight" events.
- In collaboration with the Board of Directors, develop a plan for a series of community conversations around emerging issues: target 8 per year.
- Engage community partner organizations in identifying relevant topics and convening participants for the conversations.
- Engage volunteer facilitators in developing the agenda and format.

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Event Planning

- Prepare event budgets for board approval, and manage all logistical details.
- Generate interest and manage attendance, including possible ticket revenue.
- Proactively handle any arising issues and troubleshoot any problems on the event day.
- Conduct pre- and post – event evaluations and publish event outcomes on social media.

Requirements

- Commitment to the mission of Community Mediation.
- Sustained organizing and/or management experience, including event planning.
- Demonstrated ability to build relationships with community partners, including existing connections in greater New Haven.
- Proficiency in multiple platforms for electronic communications.
- Understanding of and respect for the diversity of people's economic, linguistic and cultural backgrounds.

Additional Information

This is a part-time contract position requiring independent management of up to 20 hours/week. Compensation is competitive and commensurate with experience and level of responsibility.

To apply, please send resume and cover letter on or before August 20, 2018 to:

board@cmediation.org

For more information on Community Mediation, Inc., please visit our website at www.community-mediation.org