



OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

EMPLOYMENT OPPORTUNITY Volunteer Coordinator

Accepting Applications until: Thursday, August 8th, 2019 at 5pm

Send cover letter and resume to: Don Han, Operations Manager at don@ochumanrelations.org

Please submit cover letter and resume in pdf format.

The Orange County Human Relations Council (more commonly known as OC Human Relations), established in 1991, is a non-profit 501(c)3 organization that develops and implements proactive human relations programs in partnership with schools, corporations, cities, foundations and individuals. Our mission is to foster mutual understanding among residents, work to eliminate prejudice, intolerance and discrimination to help make Orange county a better place for ALL people to live, work, go to school and do business.

Job Description:

Under the general supervision of the director of the Dispute Resolution Program, the Volunteer Coordinator is responsible for recruiting and supervising a large group of volunteers and interns to provide court mediation services, support general office needs and clerical functions for the agency. The volunteer coordinator will also support mediation training throughout the year. Trainings and recruitment activities will require periodic evening and weekend work.

Primary responsibilities include:

- Developing recruitment relationships and implementing volunteer/intern outreach activities
- Scheduling and managing volunteers and interns in the office and at court
- Supervising interns through completion of school and agency internship requirements
- Documenting volunteer activity and submitting monthly reports
- Conducting training workshops for volunteers and interns
- Assisting with Court and Community Mediation casework as needed
- Assisting with office support activities when volunteers are not available
- Coaching, mentoring and evaluating volunteers and interns
- Organizing Volunteer/Intern appreciation activities
- Performing agency-wide office support activities such as answering phones and providing clerical support
- Provides clerical support to the staff
- Prepares envelopes and other materials for mailings, applies postage and posts mail
- Helps maintain office equipment
- Retrieves and files information

Minimum Qualifications: BS/BA degree or equivalent; Experience managing others to complete a project; Strong verbal and written communication skills; proficiency with Microsoft Office and other cloud-based computer programs.

General knowledge of:

- Phone etiquette
- Information gathering and referral resources
- Alternative Dispute Resolution processes and procedures
- Time management and organizational skills

Ability to:

- Manage and work with a diverse group of individuals.
- Facilitate meetings and give public presentations in a variety of settings.
- Identify resources and develop new partnerships in the community.
- Work with diverse groups of individuals to promote cooperation and mutual understanding.
- Deal tactfully with sensitive problems involving divergent viewpoints.
- Prepare comprehensive written and oral reports.
- Be organized and detail oriented.
- Communicate with grass roots community people in a non-patronizing manner.

Preferred Skills:

- Bilingual English/Spanish
- Mediation training and experience
- Desktop publishing and database management
- Adobe Acrobat editing/creating skills

EMPLOYMENT PACKAGE

This position is a fulltime position, 40 hours a week. **HOURLY SALARY RANGE:** \$1,360- \$1,680 bi-weekly (\$17 to \$21.00 per hour)

Benefits package includes: health, dental, 401(k), life insurance, 11 paid holidays, 9 sick days, 10 paid vacation days, and more.

A screening of applications will determine the most qualified candidates who will then be invited to interview. The interview process may include a short written test.