Mountain Mediation Center

Job Description: Bilingual Community Outreach & Program Coordinator (full time, potential part-time opportunity)

Mountain Mediation Center ("MMC"), a nonprofit organization assisting residents of Summit and Wasatch counties in the prevention and resolution of disputes, is seeking to hire an energetic, self-starter to join our team in the role of Bilingual Community Outreach & Program Coordinator. Opportunity to advance within the organization. Some evenings required. Salary negotiable, depending upon experience (40-45K); health insurance and cell phone stipend provided.

Duties and Responsibilities:

- Perform outreach to the Latinx community, including attending meetings with community partners and informing the Latinx community about the availability of mediation, restorative justice, and other supportive services to resolve disputes outside of court.

- Execute MMC's 2022 comprehensive Eviction Diversion Program to stabilize the rental housing community and help resolve landlord-tenant disputes in Summit and Wasatch counties.

- Engage local Spanish-speaking residents in MMC's community-building and social equity efforts, such as our *Community Conversations* series focusing on diversity, equity, and belonging.

- Build and maintain collaborative relationships with MMC staff and board, community partners, and residents of the community.

- Assist with general organizational duties, including:
    - Scheduling/Executing mediations, community events, and meetings in both English and Spanish.
    - Posting updates (in English and Spanish) to MMC's website and social media platforms.
    - Respond to both Spanish and English-language phone and website inquiries.
    - Organize and manage communication and scheduling of volunteers.
    - Maintain databases and track program metrics and outcome data.

Qualifications:

- Ability to communicate in English and Spanish in a courteous, confidential, and professional manner.
- Ability to work independently and in alignment with MMC policies and culture.
- Ability to use Microsoft Office, Google Suite, Mailchimp, Facebook, Instagram and knowledge of basic website management.

All candidates will be considered based on qualifications and experience regardless of gender, race, orientation, age, religion and/or disability.

Please contact Gretchen Lee for additional information at (801) 597-5690 or gretchenl@mountainmediation.center 7/18/2022