



Georgia Office of Dispute Resolution (GODR)

JOB ANNOUNCEMENT

Program Coordinator

<u>Recruitment Period:</u>	Submit resume by May 25, 2017		
<u>Number of Positions:</u>	One (1) position	<u>FLSA Status:</u>	Non-Exempt
<u>Salary:</u>	\$21.50 hour/25 hours a week	<u>Position Location:</u>	Atlanta, GA

Job Summary

Georgia Commission on Dispute Resolution

The mission of the Georgia Commission on Dispute Resolution is to help the Georgia Supreme Court fulfill its Constitutional mandate to “provide for the speedy, efficient, and inexpensive resolution of disputes and prosecutions” in the judiciary. The Commission does this by managing a statewide system that offers true and effective alternatives to traditional litigation. Those alternatives – mediation, non-binding arbitration, binding arbitration, and case evaluation – give Georgia litigants lower-cost choices for resolving their differences, and they help save scarce court resources for those cases that cannot be resolved without judge or jury.

Georgia Office of Dispute Resolution

The Georgia Office of Dispute Resolution (Office) is the administrative arm of the Supreme Court’s Commission on Dispute Resolution (Commission), which is responsible for establishing policies necessary to develop, support and enhance a comprehensive statewide court-connected alternative dispute resolution (ADR) system.

The Program Coordinator provides high-level administrative support and project management assistance to GODR and the GODR Executive Director in his/her role to promote the needs, concerns, and interest of the Commission. The Program Coordinator reports directly to the Executive Director, and all work is performed under supervision of the Executive Director.

Job Responsibilities & Performance Standards

- Assist with the management of all Office communications, including information and content contained on web page, social media, printed and digital publications, and newsletter.
- Coordinate events and meeting logistics for Commission and Office.
- Attend Commission and Office related meetings and prepare meeting notes and minutes, as well as meeting handouts.
- Provide support for on-going and special projects and initiatives.
- Assist in the development, implementation, and execution of various seminars, programs, conferences, and trainings.
- Work professionally and effectively with judicial, legislative, and executive stakeholders and the general public in all interactions.
- Maintain the confidentiality of Office and Commission matters.
- Perform such other duties and responsibilities as the Executive Director may assign.

The Georgia Commission on Dispute Resolution is an Equal Opportunity Employer

Minimum Training and Experience:

- Bachelor's degree from an accredited college or university.
- Proficient computer skills, including experience with accessing databases, updating website content, and utilizing social media.
- Excellent verbal and written communication skills and strong interpersonal skills.
- Valid Driver's License.
- Ability to satisfactorily pass both state and national criminal background check.
- Ability to provide proof of good standing for any professional credential (license, registration, or other) with any professional body or organization.
- Available for occasional overnight travel within or outside the state.
- United States Citizen or Permanent Resident, must not require sponsorship for employment.

Preferred Qualifications

- Training in dispute resolution.
- Knowledge and experience related to dispute resolution process and practices in a court ADR program.
- Experience in presentations and public speaking.

To apply:

Applicants must submit a resume to resume@georgiacourts.gov by close of business **May 25, 2017**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: **Program Coordinator**

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The GODR will attempt to meet reasonable accommodation requests whenever possible.

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