



Phone: (530) 564-2324
(916) 692-9316

PO Box 1874 Davis, CA 95617

Email: programs@yolocrc.org

Web: www.yolocrc.org

ADMINISTRATIVE AND OUTREACH COORDINATOR JOB ANNOUNCEMENT

Yolo Conflict Resolution Center (YCRC) is a nonprofit community organization that provides conflict resolution services including mediation, facilitation, and training. YCRC's mission and vision statements are provided below:

Mission Statement: We are an affordable community-based center for helping people resolve conflicts by delivering mediation, facilitation, education, and restorative justice services.

Vision Statement: We envision a future in which communities and individuals view conflict as an opportunity for growth and transformation, access and develop their inherent capacity for constructive dialogue, and effectively resolve issues and conflicts using creative, peaceful, and respectful means.

YCRC is seeking a motivated individual with experience and interest in community outreach and development.

Position: Administrative and Outreach Coordinator

General Job Description:

The Administrative and Outreach Coordinator will report to the YCRC Executive Director. Duties include: serving as the first point contact with YCRC clients and visitors, handling general administrative duties and provide support for the Executive Director to meet YCRC's goals and mission, overseeing website and social media, planning and execution of all outreach events, additional duties as necessary.

Responsibilities (include but are not limited to):

A. Administrative Assistance and Reception

- Respond to clients and visitors
- Answer telephone, message taking and /or routing calls to staff members, as well as general emails
- Intake of mediation cases
- Maintain hard copy, and electronic filing systems
- Perform general clerical duties including photocopying, mailing, and filing
- Set up, coordinate and track mediations, meetings, and conferences
- Preparation of client invoices
- Preparation of deposits to the Bank
- Update and maintain data and information in YCRC systems, including our volunteer management system, our donor database, and our website

- Assist with IT matters when necessary
- Maintain inventory and organization of office supplies.
- Prepare Thank you letters for contributions and other correspondence for the Executive Director.

B. Website and Social Media Oversight

- Maintain and update YCRC website regularly
- Maintain an engaging presence on Facebook and other social media outlets
- Advertise events and announcements on website and social media outlets
- Assist staff with updating and maintain program, event, and service announcements through the various media channels

C. Outreach and Event Coordination

- Assist in the coordination of organization’s events.
- Seek out new outreach, fundraising and event opportunities that promote YCRC image and brand
- Be the lead contact and interface for all events, outreach and fundraisers

Qualifications:

Minimum Requirements

- Computer literacy and technical skills (Microsoft Office, QuickBooks, Social media)
- Good oral and written communication skills

Desired Characteristics

- Bilingual in Spanish/English
- Experience in case management of clients or patients either from the nonprofit sector or social services (internship experience considered)
- Trained in conflict resolution field (community-based mediator preferred)
- Experience in compiling statistical reports for grants

Time Commitment:

- 20 hrs./week (may be able to provide additional hours)
- Flexible schedule (some evenings/weekends for special programs)

Benefits:

- \$20/hr
- \$500/yr continuing education stipend

Target start date: Sept 2016

To Apply: Please e-mail your resume and cover letter as two separate attachments with the subject line “Your Name – ADMINISTRATIVE AND OUTREACH COORDINATOR” to jobs@Yolocrc.org no later than Aug 22, 2016