



Providing Conflict Resolution Services for Clallam and Jefferson Counties Since 1992

## Position Overview

**Position Title:** Dispute Resolution Service (DRS) Coordinator

**Reports To:** Executive Director

### About Us:

The Peninsula Dispute Resolution Center (PDRC) is a non-profit 501(c)(3) organization offering conflict resolution services to residents of Clallam and Jefferson Counties in Washington beginning in 1992. Governed by a Board of Directors made up of community members and supported by the United Way. Volunteer mediators provide most of our direct services. PDRC is a partner with Resolution Washington which is a network of twenty-one nonprofit Dispute Resolution Centers (DRC's) across the state of Washington which provide cost-effective conflict resolution services and expertise.

### Our Mission/Vision:

The Mission of the Peninsula Dispute Resolution Center is to promote and provide for the peaceful resolution of conflict through modeling, facilitation, and teaching mediation in Clallam and Jefferson Counties.

The vision for the PDRC is to be the recognized center of expertise on the Peninsula for collaborative peaceful agreements.

### General Position Summary:

This position is full-time, hourly, FLSA non-exempt, 32-40 hours per week/M-TH 8:30 am-4:30 pm, some Fridays, weekends, and evenings are required. This position is 100% in person at PDRC headquarters (319 S. Peabody Street, Port Angeles, WA 98362) and occasionally at other sites for court or training services. This is not a remote position. The pay range is \$23-25 dollars an hour depending on experience. Generous PTO, paid holidays and health insurance are benefits of employment with PDRC.

### Essential Responsibilities for DRS Coordinator:

- Dispute Resolution Services Coordinator provides full case load services from intake to closure.
- Data Reports monthly, quarterly, and annually. Maintain accurate mediator, volunteer, and outreach records.

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- Attend community events and participate in outreach activities.
- Lead volunteer coordinator.
- Small Claims Court program lead.
- Bookkeeping, support to contract bookkeeper.
- Administrative support to Executive Director.
- Fundraising support.
- Social media and creative support or lead depending on experience
- Training support.
- Mediator/Co-Mediator and conflict coach (once certified).

### **Physical Demands:**

Physical demands include sitting and /or standing for extended periods of time, bending, and occasional lifting of up to 25lbs. Reliable transportation is required.

### **Employment Qualifications:**

- Associate degree. (Educational requirements may be substituted by additional work experience and training).
- Be able to successfully pass a Washington State Patrol background check.
- Formal Mediation training in interest-based mediation and experience as a certified mediator or available to complete mediation training and other relevant training within 3 months of hire, offered by the organization and paid.
- Proficiency in MS Office (Excel and Outlook), QuickBooks, Adobe, MS Word, and PowerPoint and/or Canva.
- Exceptional oral and written communication skills.
- Previous experience with a nonprofit organization desired but not required.
- Previous experience with fundraising desired but not required.

PDRC is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences. We are committed to creating a diverse and inclusive environment where everyone can thrive.

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