



CENTER FOR DISPUTE
SETTLEMENT
peace it together

JOB ANNOUNCEMENT

Title: Director of Training and Community Engagement
Status: Full-Time – Exempt – Salary Range: \$48,750 - \$54,000
Program: Training and Community Engagement
Location: Various locations with main office in Rochester, NY

General Responsibilities:

The primary purpose of this job is to oversee the operation of the Center for Dispute Settlement's Training and Community Engagement initiative. Under the direct supervision of the President/CEO and in conformance with the policies and procedures set forth by the Board of Directors, the Director of Training and Community Engagement will manage the following functions and activities: design and coordinate in-service trainings; design and coordinate trainings and contracts for the general public in the Center's eight county service area; develop and maintain an active marketing and public relations campaign to promote the agency's services in all eight counties; work collaboratively with the agency's Racial Equity Leadership Committee (RELC) and Restorative Practices Committee (RPC) to plan community engagement strategies; manage the agency's annual training calendar; supervise staff, consultants and volunteers within the Training and Community Engagement arena; develop and manage the Training and Community Engagement budget; manage the coordination of agency volunteer and staff apprenticeship and mediator certification program.

Specifics of Duties:

Provide leadership, supervision and evaluation of staff and volunteers in area of responsibility;
Review and update all Center for Dispute Settlement core training material to keep it in compliance with state requirements;
Research and develop advanced trainings for agency staff and volunteers;
Develop and implement strategies for outreach, marketing and public relations of all training services;
Represent the agency in conducting presentations to outside groups and organizations;
Work closely with Directors to identify opportunities for contracts within the eight counties the agency serves;
Enter information into Case Load Manager as needed per program;
Certify and maintain files on Center for Dispute Settlement mediators, arbitrators, facilitators and consultant trainers;
Manage volunteer and staff apprenticeship and mediator certification program;
Maintain and distribute the agency's annual calendar of trainings, in-services and any fee-for-service activities;
Assist President/CEO in negotiating terms and preparing training contracts and service agreements;
Develop annual budget detailing anticipated revenue and expenses and strategies to ensure profitability;
Write proposals;
Maintain up-to-date files on projects, fee schedules, trainer pool and training inquiries;
Prepare and submit quarterly and annual reports on Training and Community Engagement activities;
Recruit, train and supervise consultant trainers through Training for Trainers, in-services and other activities;
Conduct and supervise trainings;
Obtain and maintain Center for Dispute Settlement mediator certification;
Attend and participate in agency staff meetings and activities;
Other duties as assigned.

Requirements

Education:

Graduation from a recognized college or university with a Masters degree, plus at least five (5) year's experience in a human service agency in the area of education, program development and training; or

We will consider an equivalent combination of education and experience in order to make equitable hiring decisions.

Experience:

Demonstrates experience working with organizations, businesses and human service agencies in developing business relationships;
Proven outreach or marketing experience;
Familiarity and experience with experiential training model, program design and curriculum research;
Knowledge of conflict resolution programs, policies, and procedures, including standards for confidentiality;

Qualifications:

Ability to communicate effectively orally and in writing;
Thorough knowledge of the history and theory of conflict management-dispute resolution principles and alternative dispute resolution processes;
Demonstrates effective community engagement skills
Embodies principles of diversity, equity, inclusion, and belonging (DEIB)
Planning, management and supervisory capacities;
Demonstrates leadership and group facilitation skills;
High degree of initiative, tact, integrity and diplomacy;
Strong organizational and time management abilities with proven ability to work independently;
Outstanding interpersonal abilities and professional image;
Knowledge of Windows, Microsoft Office, Excel, Publisher and basic computer technology;
Strong organizational and time management abilities with ability to work independently;
Must be able to type a minimum of 35 wpm.

Send Resume to: Kimberlie Stowell, Director, Finance and Operations
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The Center for Dispute Settlement is an Equal Opportunity Employer.