

**JOB DESCRIPTION: AMERICORPS POSITIONS**

**Program Description**

New York Peace Institute is one of the nation's largest non-profit conflict resolution organizations, helping thousands of people peacefully, creatively, and durably resolve their disputes each year. We provide free conflict resolution services, including mediation, conflict coaching, facilitation, arbitration, and restorative justice processes virtually, and through our Brooklyn and Manhattan Centers, and in cooperation with courts, community-based organizations, schools, and governmental agencies. In addition, we train and credential mediators, host public events on peacebuilding, and provide customized training and consulting services in New York City and beyond.

**Open Positions**

New York Peace Institute has **four open AmeriCorps fellowship opportunities** to support the various case management and training functions of the organization. These are entry level positions, and offer a unique blend of administrative responsibilities and exposure to mediation practices, providing a foundation for growth in the field. The roles involve supporting programs, while working towards becoming a certified mediator and practitioner. We're seeking organized, empathetic individuals eager to learn and make a positive impact on New York City families. The four opportunities are in the following areas:

1. Community, Civil and Housing Mediation (Full-time Capacity Building Position)
2. Restorative and Conflict Consulting (Full-time Youth Specialist Position)
3. Family Court (Part-time Family Services Specialist Position)
4. Special Education Mediation (Part-time Capacity Building position)

**Who You Are**

* You align strongly with NYPI's organizational mission of empowering people to address conflicts peacefully and creatively
* You strive for personal growth and professional growth
* You capable of providing support to a team of direct service professionals, and are eager to advance along this professional trajectory
* You demonstrate a deep understanding of the importance of organized processes in supporting conflict resolution work
* You adapt readily to various responsibilities and challenges
* You value inclusivity and actively promote diversity and equity
* You are interested in becoming a certified mediator as a step towards enhancing your conflict resolution expertise

**How You Will Spend Your Time**

Working under the supervision of our program staff, these positions will perform data-entry, administrative, outreach, and training support tasks. At the outset of the work, all AmeriCorps members will receive training in mediation and case management, and depending on their specialized area(s), they will attend trainings in restorative justice processes, conflict coaching, and/or family and custody mediation. Furthermore, opportunities for professional development will be a regular feature of these positions. More specifically, you will be:

* Participating in trainings and staff-wide events
* Conducting client intakes, collecting demographic and evaluation survey data, and responding to email and phone inquiries
* Observing mediation sessions and mediator debriefs
* Entering and updating client databases
* Distributing and collecting required signatures and forms
* Supporting outreach events, trainings and presentations

**Additional information about each of the AmeriCorps positions (including stipend and educational award provided through Americorps) is outlined below:**

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| **Position, Hours and Benefits** | **Primary Focus** |
| **Community, Civil and Housing Mediation**  Full-time  Hours: 37.5 hrs./week  Stipend: $22,000/year  Includes Health Insurance  Education Award $7,395 | Support case management, service delivery, and outreach functions for court-involved cases pending in Civil and Housing Courts, as well as for interpersonal disputes impacting the community. |
| **Restorative and Conflict Consulting**  Full-time  Hours: 37.5 hrs./week  Stipend: $22,000/year  Includes Health Insurance  Education Award $7,395 | Expand access to training, restorative practices, and other conflict resolution services directly to young people in vulnerable communities as well as to the adults who work with them - teachers, credible messengers, family court judges and court staff, juvenile justice, and other youth-serving agencies - to better support their work with youth. |
| **Family Court Mediation**  Part-time  Hours: 19 hrs./week  Stipend: $11,000/year  Education Award $3,697 | Support case management and service delivery of co-parenting mediation services for separated parents referred by Family Court. |
| **Special Education Mediation**  Part-time  Hours: 19 hrs./week  Stipend: $11,000/year  Education Award $3,697 | Support case management, service delivery and outreach for Special Education and Early Intervention disputes referred by parents, schools and advocates for mediation services. |

**Required Qualifications**

* Demonstrated interest in conflict resolution and/or restorative justice
* Demonstrated commitment to New York Peace Institute's mission and values, including fostering a diverse, equitable, and inclusive work environment
* High level of cultural competency, including the ability to communicate effectively with people of all backgrounds and cultures; excellent listening, verbal, and written communication skills
* Demonstrated ability to handle sensitive information with discretion and maintain confidentiality
* Excellent time management and organization skills and ability to prioritize work
* Attention to detail and problem-solving skills
* Proficiency in relevant computer applications and office software
* Comfort with remote work tools and virtual communication platforms

**Our Commitment to Diversity, Equity and Inclusion:**

New York Peace Institute is committed to building an inclusive environment for people of all backgrounds. We are committed to building a talented team with diverse skill sets that reflect the diversity of New York City residents. We are a community of leaders who are proud to represent many different national, racial, ethnic, socio-economic, religious, gender, disabilities and other identities.

New York Peace Institute is an equal opportunity employer. We do not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or other characteristics or any other basis prohibited by applicable law.

**Application Process**

Apply for **one** of the four AmeriCorps Member positions at New York Peace Institute from the list below and send your resume and cover letter to the email address listed for that position.

1. Community, Civil and Housing Mediation (Full-time Capacity Building Position) – jlopez@nypeace.org
2. Restorative and Conflict Consulting (Full-time Youth Specialist Position) – training@nypeace.org
3. Family Court (Part-time Family Services Specialist Position) – [family@nypeace.org](mailto:family@nypeace.org)
4. Special Education Mediation (Part-time Capacity Building position) – [family@nypeace.org](mailto:family@nypeace.org)

**For More Information**

The New York State Dispute Resolution (NYSDRA) is coordinating and supporting the AmeriCorps program. For general information about AmeriCorps, visit the website at <https://my.americorps.gov/mp/login.do>. You can also contact NYSDRA for guidance by phone 518-687-2240 or email [CMSCAmeriCorps@nysdra.org](mailto:CMSCAmeriCorps@nysdra.org).