



Utah Dispute Resolution Announcement of Staff Position Opening Part-Time Administrative Assistant

Utah Dispute Resolution (UDR) is a nonprofit organization that operates a community mediation center headquartered in Salt Lake City with a satellite office in Ogden. The organization exists to provide low- and middle-income residents throughout Utah with quality mediation services and training in mediation and dispute resolution skills.

Job Location: Law & Justice Center; 645 South 200 East; Salt Lake City, Utah 84111

Job Title: Administrative Assistant

Full-Time Position: 25 hours per week

Wage Range: \$12-13 per hour to start

Responsibilities

The Administrative Assistant will perform a wide range of administrative and office support activities for UDR to facilitate the efficient operation of the organization. These responsibilities will include administrative functions for UDR's training program as well as assisting the Executive Director. As the initial point of contact for individuals seeking training, this staff member must have exceptional interpersonal skills. In addition, we seek individuals who are detail-oriented and able to work in a fast-paced environment that involves juggling multiple tasks simultaneously. The Administrative Assistant will assist with two functions: training support and director support.

The majority of hours for this position will focus on providing support for training efforts. Tasks will include: distribute announcements about training, post notices about training events, respond to inquiries about training seminars, register participants for seminars, collect and track payments, prepare handouts and gather materials for training seminars, plan menus, purchase supplies and food, prepare the training room, prepare and set out food, replenish food during training as needed, clean up after training, stow supplies, maintain a database of participants, assign trainees to experiential opportunities, prepare submissions for court and Utah Bar CLE approval.

This position will also provide administrative support to the Executive Director by assisting with: preparation of check requests and financial reports, agency records and reports, meeting preparations, fund raising activities and report preparation, email communications to agency volunteers, and client services.

Minimum Qualifications:

UDR seeks an enthusiastic, organized, thorough, and detail-oriented individual for this opportunity. The ideal candidate for this position possesses these qualifications:

- Is capable of managing multiple tasks simultaneously.
- Is enthusiastic, self-motivated, creative, resourceful, and learns quickly.
- Has the desire and ability to work with people of diverse backgrounds.
- Is able to work both independently and as part of a team.
- Demonstrates outstanding customer service skills and phone etiquette.
- Is able to think critically and apply good judgment.
- Has the ability to work in a professional environment.
- Has the ability to sit for long periods of time.
- Is willing to perform general clerical duties including photocopying, fax, mailing, and filing.
- Has strong computer skills and experience using Microsoft and Excel applications.
- Has a high school education at a minimum (college preferred).
- Is able to follow oral and written instructions.
- Has the capability to learn how to input information into the center's information system.

- Has the ability to stay calm and focused in a sometime chaotic environment.
- Demonstrates good collaborative skills during all interactions.
- Prior training in mediation could be helpful, but is not required.
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TO APPLY: Submit a completed application form (available online at www.utahdisputeresolution.org) and mail with cover letter and resume to:

Utah Dispute Resolution
ATTN: Position Opening
645 South 200 East
Salt Lake City, Utah 84111

APPLICATION DEADLINE: Open until filled