



Position: Court Mediation Intern

Internship Duration: Spring Semester (Part time: 10-20 hours); College credit available

About Northern Virginia Mediation Service:

Northern Virginia Mediation Service is a community dispute resolution center in Fairfax, Virginia affiliated with the School of Conflict Analysis and Resolution at George Mason University and a member of the Virginia Association for Community Conflict Resolution. The mission of NVMS is to equip the Northern Virginia community to constructively address conflict by providing:

1. Mediation, facilitation, and restorative practice services to resolve disagreements,
2. Training to develop skilled practitioners who deliver mediation, facilitation, and restorative practice services, and
3. Education for community members about alternative approaches to addressing conflict.

For more information please see our website at: www.nvms.us

Internship Description:

NVMS holds contracts with local courts in Fairfax County, Loudoun County, Arlington County, and the City of Falls Church to provide mediation services. Our mediators appear in each of these courts to mediate for plaintiffs and defendants who elect this option as an alternative to a traditional hearing. The court mediation process is free of charge for parties and is coordinated by NVMS. The Court Mediation Intern will support program implementation for all four contracts. In addition, the intern will support the data management for NVMS's restorative justice program the Alternative Accountability Program.

Responsibilities:

- Assist with coordinating mediators for Fairfax Small Claims Court mediations each Friday.
- Compile case files to be processed and submitted to the Virginia Supreme Court for payment and recordkeeping,
- Track program results in NVMS database.
- General office duties: filing, answering phones, organizing.
- Oversee AAP database management, case file entry and occasional programmatic activities.

Qualifications:

- Currently enrolled in an undergraduate, master's or a law degree program.
- Excellent skills in Microsoft Office programs.
- Familiarity with Access database preferred.
- Ability to work independently.
- Team player with excellent communications skills.
- Strong passion for conflict resolution.

How to apply: Please submit a cover letter and resume to humanresources@nvms.us. Applications will be reviewed on a rolling basis with a final deadline of March 29, 2019.