



Communicate. Resolve. Advance.

Position: Training Program Development Intern
Internship Duration: Spring Semester with opportunity to extend
Part-time: 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 has been designing and delivering intensive skill-based workshops on collaborative practices since 1990. From mediation (one-on-one conflict resolution) to large-group facilitation and consensus-building, our workshops offer a wealth of practical training. NVMS offers over 30 different workshops on alternative dispute resolution, mediation, facilitation, and negotiation. Our training program provides learning opportunities to many organizations, both governmental and private, and thousands of individuals. As an intern, you will be gain first-hand experience in developing effective conflict resolution trainings for a variety of audiences. You will have a chance to work with subject matter experts from fields of conflict and peacebuilding, mediation, law, education, human resources, management, and organizational development.

Responsibilities:

- Supporting the program through collaboration with NVMS colleagues and partner organizations.
- Contributing to the creation of instructional materials (e.g. manuals, activities, handouts, etc.).
- Supporting program manager in developing strategies that will enhance the learning experience across various groups of trainees.
- Daily administrative tasks such as: answering client phone and email inquiries printing and preparing materials for ongoing workshops.

Qualifications:

- Currently enrolled in an undergraduate or a master's program.
- Pursuing a degree in education, instructional design, education technology, conflict resolution or any related field.
- Excellent skills in Microsoft Office programs.
- Familiarity with Adobe Creative Suite tools such as Photoshop and Illustrator preferred, not required.
- Experience working with the creation of educational materials highly preferred, not required.
- Team player with excellent communications skills.
- Strong passion for community engagement and 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.