



Title: Mediator

Classification: Full Time/Exempt

Location: Pittsburgh, Pennsylvania

Salary: \$50,000/year

Grant Status: Funded annually

The Mediator for Just Mediation Pittsburgh will be responsible for mediating between landlords and tenants in the eviction prevention mediation program. This role will allow the employee to exercise their prior mediation experience in a context that uses mediation as a tool to address the chronic and complex issue of eviction. The Mediator will increase JMP's mediation capacity by mediating approximately two mediations per day, adding to the mediations conducted by JMP's trained Community Mediator pool. This position will conduct pre-mediation calls with mediating parties, mediate virtually over Zoom, and complete mediation documentation to help the program close each case.

Responsibilities

Mediation (90%)

- Conduct pre-mediation and mediation sessions for approximately ten mediations per week
- Complete and send appropriate documentation from each mediation to the appropriate JMP staff

Administration (10%)

- Attend all Community Mediator Meetings and Trainings
- Provide program feedback about patterns of landlord or tenant participation that might require adjustments to the mediation process design

Other responsibilities as may be assigned from time to time by their supervisor.

Qualifications

- Experience as a mediator or in conflict resolution programming
- Ability to build support for innovative conflict resolution initiatives
- Experience working with people from a wide range of backgrounds
- Flexibility and success in a fast-paced environment
- Willingness to learn, correct mistakes, and pass on new knowledge
- Prior mediation experience with housing and eviction cases a plus

Skills

- Effective technology skills in Excel, Zoom, and Google platforms
- Strong virtual, phone, and in-person communication skills
- Ability to work independently and maintain organized databases
- Organization of an efficient work calendar

Requirements

This position requires occasionally flexible work hours, including evenings, and transportation access to attend rare in-person mediator meetings around Pittsburgh and Allegheny County. This position primarily involves office or non-manual work, so the employee is required to sit for prolonged periods of time. The employee must be able to lift up to 20 pounds, for example when setting up a mediation or mediator meeting.

Currently, this is a one-year grant funded position for which extension opportunities may be sought but are not guaranteed. This is an at-will employment position.

About Just Mediation Pittsburgh

JMP believes that mediation elevates underutilized community capacity to equitably address complex social issues. As a community mediation center dedicated to providing free and accessible mediation, JMP programming focuses on tenants and landlords facing the threat of eviction, though mediation is a powerful tool to resolve a wide range of disputes. JMP harnesses mediation as a community tool for justice, where conflicting parties can seek common understanding to collaboratively resolve their disputes. JMP is committed to deep listening, self-determination for conflicting parties, and equity in the face of social injustice.

Just Mediation Pittsburgh is an Equal Opportunity Employer and prohibits discrimination and harassment. All employment decisions at JMP are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, national origin, sex, pregnancy (including partners), age, ancestry, sexual orientation, gender identity and/or expression, place of birth, or any other status protected by the laws or regulations in the locations where we operate.

Application

Please submit a cover letter, resume, and three references by email to admin@justmediationpgh.org. Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.