



## Michigan Community Mediation Association

*The mission of the Association is to benefit and strengthen, with a unifying voice, through strategic advocacy, collaboration, and innovation.*

### EXECUTIVE LIAISON – CONTRACT POSITION

Effective: July 1, 2020

Michigan Community Mediation Association (MCMA) is seeking a **contract based part-time EXECUTIVE LIAISON**. The Michigan Community Mediation Association is an Association comprising of 17 Michigan Community Dispute Resolution Program Centers providing dispute resolution services statewide. The Michigan Community Dispute Resolution Program (CDRP) has been dedicated to bringing conflict resolution services to and promoting dialogue in communities across the state.

#### CONTRACT JOB SUMMARY

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The purpose of this position is for project management of the MCMA sustainability work through June 30, 2021. Success in this position will be measured by the contractor's ability to take MCMA goals and transform them into action and results. The individual in this position will assist the MCMA in identifying, acting, and securing statewide opportunities for the CDRP Program. A detailed job description will be provided to candidates selected for the interview process. The candidate chosen for this position will agree to a background check including iCHAT and a DHHS Clearance check.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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- Support tasks of strategic importance as informed by MCMA's Development Committee
- Provide project administration and coordination.
- Communicate regularly with the MCMA Development Committee and Association Board.
- Lead MCMA efforts to enhance state agency partnerships, including the Governor's office for funding and other agencies for potential program collaborations and/or contract work for MCMA.
- Lead MCMA efforts to advance legislator education efforts throughout the year.
- Additional responsibilities as assigned by the MCMA Development Committee.
- This position will report directly to the MCMA Development Committee through its Chair.

#### QUALIFICATIONS & SKILLS

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- Strong leadership, enthusiasm, and interpersonal relationship skills.
- Executive Competencies.
- Excellent attention to detail, organization, time management, and assertive follow-through to move initiatives forward.
- Exceptional written and verbal communication skills.
- Commitment to maintaining confidentiality of privileged and sensitive information.
- A successful track record for engaging, partnering, and building alliances with a wide range of constituencies and influences such as mediation centers, private mediation practitioners, agency leaders, as well as state and elected officials.
- Proactive advocate for the organization; working knowledge of Michigan (and Federal) legislative/political processes and environments.
- Evidence of creating and successfully implementing strategic directives.
- Highly skilled leader able to lead in a fast-paced, pressured, and changing environment.
- Professional presence and excellent public speaking/presentation ability.
- Experience/knowledgeable in conflict resolution (including mediation, facilitation, negotiation, and program design).

Compensation Range is commensurate with experience up to \$25/hr., to be determined, not to exceed \$24,000 for the period of this contract. Individual will work remotely. Some in-state travel expected.

Questions, cover letter, and resumes are to be submitted by email to Charity Burke, Executive Director of Oakland Mediation Center, at [MCMA@mediation-omc.org](mailto:MCMA@mediation-omc.org).

Resumes will be accepted until July 31, 2020. Interviews will be scheduled in August 2020.