ADMINISTRATIVE ASSISTANT
POSITION ANNOUNCEMENT

Dispute Resolution Institute, Inc. seeks to hire two full-time office assistants for both its Carbondale and Belleville offices.

DRI’s Mission
The Dispute Resolution Institute, Inc. (DRI) is a non-profit organization with a mission to help people in conflict find common ground, resolve dispute, and reach agreement. DRI currently administers local and statewide mediation programs. The positions to be filled are grant funded positions. DRI is an equal opportunity employer.

Duties
The Assistants will perform administrative tasks, including: answering the phone for multiple mediation programs; handling requests for mediation in all programs; screening cases for mediation through phone calls; setting up mediation sessions locally and statewide; creating and organizing program documents; case management assistance; project management assistance and other tasks as required by the Program Coordinators or the Executive Director.

Minimum Qualifications
Skills needed for this position include: the ability to handle multiple tasks at one time; the ability to talk to members of the public as well as mediation professionals - both in person and by phone; exceptional organizational skills; excellent communication skills – both written and verbal; competence in Microsoft Word, Access, Excel, Publisher and other Microsoft Office Programs; competent with all forms of social media; prior experience in document preparation (business letters, board minutes, flyers and simple brochures); the ability to work independently; the willingness to learn new software/technology; and the ability to problem-solve in order to complete work tasks in a timely manner.

Preferred Qualifications
Preferred qualifications include: knowledge of alternative dispute resolution, a Bachelor’s Degree and past work in legal offices or other non-profit organizations.

How to Apply
Apply by April 9, 2021, to ensure consideration. Applications will be reviewed until positions are filled. Only those who are invited to interview will be contacted. All interviews will be conducted via Zoom. Salary is commensurate with experience.

Please submit a resume, a cover letter indicating which office you are applying for and describing your relevant work experience, and three work references including one from a supervisor at a current or past place of employment. Include each reference’s name, relationships with the reference, address, telephone number and email address. Applications will not be accepted in-person. Please do not contact our office regarding this position posting. Submit cover letter, resume and list of references by e-mail or mail to:

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