

PART-TIME OFFICE ASSISTANT POSITION

Job Description

We are seeking a part-time Office Administrative Assistant to support daily operations. Responsibilities include administrative and technical support; support for remote videoconference and teleconference meetings and workshops. You will be working closely with our programs and training.

The ideal candidate will possess strong office management skills, excellent communication abilities, and proficiency with various software tools. This role offers an opportunity to contribute to a professional environment. You will provide administrative office support duties and support for remote videoconference and teleconference meetings and workshops. You will be working closely with our programs and training; including in our Mediation, Conciliation, ADR Skills Trainings, Workshops, and Program Development.

About Cape Cod Dispute Resolution Center, Inc., dba Cape Mediation

Cape Cod Dispute Resolution Services, Inc., d/b/a Cape Mediation is a non-profit organization that has offered dispute resolution services and skills training in our communities since 1989. We serve our communities with a range of accessible, high quality and affordable dispute resolution services, workshops and trainings; and educate community members about conflict prevention and collaborative problem-solving. We also provide no cost mediation and conciliation services to litigants in the district courts on Cape Cod in small claims and eviction matters.

Duties and Responsibilities include

- Assist with maintaining physical and cloud-based record keeping
- Assist in scheduling and organizing meetings and dispute resolution sessions
- Provide technical support for remote videoconference and teleconference meetings and workshops
- Assist with preparation of reports and other documents, as needed
- Manage front desk operations with professionalism and courtesy
- Manage calendar appointments and schedule meetings
- Perform data entry, and filing
- Perform other related tasks and duties as required

Required Experience and Skills

- Strong Organizational, Time Management, and Problem-solving Skills
- Strong Verbal and Written Communication Skills
- Strong Computer Skills

Job details

- **Job type:** Part-time, hybrid
- **Schedule:** Flexible, Monday to Friday
- **Compensation:** \$22 - \$30/hour

Apply Here

If interested, please send resume and cover letter to annetessier@capemediation.org.