



EXECUTIVE ASSISTANT/OPERATIONS ASSOCIATE

rev. 12/18/2025

Overview

We are seeking a candidate responsible for working with our Case Coordinators, Staff, and directly with clients, in support of our Mediation and Conciliation Programs, Youth Program, Skills Trainings, and Workshops, with opportunity for growth and advancement. The ideal candidate thrives in a fast-paced, structured, and professional office setting.

About Cape Mediation

Cape Cod Dispute Resolution Center, Inc., d/b/a Cape Mediation, is non-profit professional organization that is a leader in Alternate Dispute Resolution (ADR) services and skills training. We serve communities on Cape Cod with high-quality affordable services and training.

Experience and Skills

- Strong Organizational, Time Management, and Problem-solving Skills
- Strong Verbal and Written Communication Skills
- Strong Computer Skills and Familiarity with digital signing software
- Experience in Microsoft Office Suite including Word, Outlook, Excel, and PowerPoint
- Self-directive and takes initiative
- Willingness and flexibility to work both in-office and remotely
- Ability to host remote videoconferencing and teleconferencing
- Willingness to complete Basic Mediation Skills Training and participate in Skill-Building Training

Ideal Candidate

- Experience in ADR
- Experience with Data Entry
- Experience in running hybrid workshops and meetings
- Bachelors Degree or higher

Duties and Responsibilities

- Works directly with staff and clients
- Maintain physical and cloud-based record keeping
- Assist in scheduling and organizing meetings and mediation sessions
- Assist in developing, planning, coordinating, and participating in skill-building programs
- Schedule and provide technical support for remote videoconferencing and teleconferencing
- Actively participate in workshops, staff meetings, and continuing education
- Maintain and develop content for organization's website, social media posts and newsletter
- Manage projects from inception to completion, gaining valuable management and leadership experience
- Work directly with Funders, including reporting, data entry, meetings, and other obligations
- Perform other related tasks and duties

Job details

- **Job type:** Full-time, in-person with some hybrid work
- **Schedule:** Monday to Friday
- **Compensation:** \$48,000 to \$60,000, commensurate with experience
- **Benefits:** Paid Time Off and Paid Holidays, Sick Time, Health Insurance Stipend, Professional Development opportunities
- **Career Growth:** Opportunity for increased responsibilities and advancement, based on performance.

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