



## **Job Opening**

**The Dispute Resolution Center of West Michigan (DRCWM) is seeking part-time Program Manager.**

The DRCWM is a private, not-for-profit, community-based mediation agency based in Grand Rapids, Michigan. Our mission is to bring peaceful resolution to disagreements and conflicts; to foster respectful dialogue; and to promote peace with individuals, families, and communities through mediation and educational services.

**Part-time** position with not-for-profit mediation center. Must be organized and have excellent communication skills. Bachelor's degree, word processing skills, excellent communications skills, knowledge of Microsoft Office Suite required. Knowledge of mediation, understanding of domestic violence, and familiarity with court procedures are preferred. Spanish is a plus. Visit [www.drcwm.org](http://www.drcwm.org).

This is a part-time, hourly position for approximately 10-20 hours per week. Hourly wages begin at \$12.00 per hour.

To apply, please send a copy of your resume and cover letter ASAP to:

**Christine P. Gilman, Executive Director**

[info@drcwm.org](mailto:info@drcwm.org)

or

**Dispute Resolution Center of West Michigan**

**678 Front Ave NW Ste 250**

**Grand Rapids MI 49504-5368**

The DRCWM is an equal opportunity employer. Resumes will be accepted until the positions are filled.