



Asian Pacific American Dispute Resolution Center
1145 Wilshire Blvd., St. 100 | Los Angeles, CA 90017
Tel: (213) 250-8190 | Fax: (213) 250- 8195
www.apadrc.org

FELLOWSHIP OPPORTUNITIES

POSITION: CIC FELLOW

The Asian Pacific American Dispute Resolution Center (APADRC) is seeking a fellow for our community mediation program, Community & Intergroup Conflicts (CIC). Candidates should have strong interests in mediation and alternate methods of dispute resolution, non-profit/public interest work, and be committed to upholding APADRC's mission.

Fellowship Description:

The fellowship is a year-long program that allows the candidate to develop advanced mediation, conflict management, negotiations, and program management skills. The CIC Fellow will aid in assisting the Program Coordinator with the case management of Chinese cases; intern/volunteer supervision; and program development and community outreach. Duties may include: training and supervising interns/ volunteers in mediation and conciliation cases conducted in Mandarin, conducting & supervising problem assessments, intakes, case follow-up; and updating and maintaining case management to ensure program goals are reached. Program development and community outreach assignments may include developing referral relationships; holding intake clinics with partner community organizations; developing in-language social media content; and assisting in development of other projects.

Applicant must have a flexible schedule and available to work and travel on specific days of week – based on clinic intake days and volunteer needs. Fellows will receive a stipend following completion of the program.

The fellowship will run from May 2018 through June 2019.

Requirements & Qualifications:

- Must be Bilingual – Fluent in Mandarin and English; Cantonese a plus. Candidates without fluency in Mandarin will not be considered.
- Fellowship requires at least 12-16 hours per week.
- Background and experience in conflict resolution, mediation, or conciliation; preferably at least 1 year.
- A degree in a related field or commensurate experience.
- Mediation training certificate required.
- Experience working with diverse populations; skilled in cultural awareness and adept at navigating complex cultural dynamics.
- Ability to work independently and proactively in context of small team.
- Good leadership and able to build and maintain highly-motivated, diverse staff and volunteer teams.
- Exemplary communication skills, interpersonal skills including effective listening and reframing skills, public speaking and writing.
- Strong organizational and time management skills.
- Must have valid CA driver's license and access to a car with valid insurance.
- Must clear background check.

How to Apply

Those interested email your cover letter and resume to jobs@apadrc.org or send your application via US Mail to:

Khyati Mehta, Community Program Coordinator
APADRC
1145 Wilshire Blvd, Ste 100
Los Angeles, CA 90017