



Volunteer Opportunity

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The District Attorney for El Paso and Teller Counties has a volunteer opportunity for a:

NEIGHBORHOOD JUSTICE DEPARTMENT MEDIATION ASSISTANT

The Neighborhood Justice Mediation Assistant, under the direction of the Program Manager, will assist the staff in performing duties as needed. These duties include receiving mediation and other conflict resolution requests, entering the requests in the database, coordinating mediations between involved parties, facilitating mediations when other mediation staff is not available, insuring mediators complete proper forms, sending results of mediation to referring agency, entering results of mediation into database, and other tasks as needed.

The Neighborhood Justice Department is a vital component of the District Attorney's Office as individuals are offered the opportunity to settle differences outside of court and provide for a more cohesive community.

Benefits of this position include:

- *Advancing the mission of the District Attorney's Office, making our community a safer place to live.*
- *Working with a great team of individuals who share common goals.*
- *Gaining valuable experience on the inner workings of the criminal justice system.*

Requirements for this position include:

- *Commitment to a minimum of 6 months, 6 hours per week*
- *Two days per week between Monday and Thursday, 2:00pm to 5:00pm*
- *A two week training period prior to beginning this position will be required. Candidates can train for 2-4 hour sessions between 6:00am and 2:30pm, Monday-Thursday*
- *Long- term, on-going volunteer opportunity*
- *Working knowledge of computers and database software*
- *Keen attention to detail*
- *Under strict obligation to maintain confidentiality*
- *Professional appearance and demeanor*
- *Must be 18 years of age and submit to and pass a criminal history background check*

For more information or to submit your resume for consideration please contact:

Gwen Stein: 719-520-6037 gwenstein@elpasoco.com or

www.4thjudicialda.com

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