



## **MEDIATION SERVICES: A Community Resource for Conflict Resolution**

### **Call for Associate Trainers: Leadership Skills Certificate Program**

Mediation Services is seeking experienced individuals with management expertise to deliver skills-based courses on leadership with a focus on conflict and communication. As an associate of Mediation Services, you will play a crucial role in advancing our vision of facilitating peaceful (purposeful) interactions to transform relationships.

#### **Scope of Work:**

- Deliver pre-designed courses developed by Mediation Services to various groups and organizations, ensuring effective communication and coordination throughout the contract development and fulfillment process.
- Facilitate interactive sessions, discussions, and activities to enhance participants' leadership skills and capabilities, tailored to address specific pain points identified through communication with clients.
- Provide insightful guidance, feedback, and support to course participants to foster their growth and development as effective leaders.
- Collaborate with the Training Program staff to ensure alignment with our organizational vision and values.
- Some travel may be required.

#### **Qualifications:**

- Demonstrated experience in leadership roles within diverse organizational settings.
- Strong communication skills, both verbal and written, with the ability to engage and inspire audiences.
- Proficiency in conflict engagement, managing difficult conversations and fostering positive relationships.
- Demonstrated experience in group facilitation and training.
- Excellent problem-solving abilities and attention to detail.

**Preferred, but Not Required:**

- Knowledge of restorative justice principles and values
- Completion of our Leadership Skills Certificate

**Compensation:**

Associates with Mediation Services will receive fixed daily rates for in-house training, percentages of contract for external training, and hourly rate-based compensation for webinar build-outs and course development.

**Application Process:**

Interested candidates are invited to submit a proposal outlining their experience, expertise, and approach to delivering leadership training courses. Proposals should include:

- Cover letter detailing relevant experience and qualifications.
- Resume highlighting management experience and training credentials.
- References from previous leadership training engagements, if available.

Mediation Services is committed to creating an inclusive, accessible and diverse environment and encourages applications from individuals of all backgrounds and experiences.

For inquiries, accommodation requests or additional information, please contact Tony at [tony@mswpg.ca](mailto:tony@mswpg.ca).

**Submission Deadline:**

Proposals must be submitted electronically to the Training Coordinator at [tony@mswpg.ca](mailto:tony@mswpg.ca) no later than noon on May 30<sup>th</sup>, 2024.