



HUMBOLDT MEDIATION SERVICES

517 Third St. Suite 3 ● Eureka, CA 95501 ● Phone: (707) 445-2505 ● humboldtmediation@reninet.com
On the Web: www.humboldtmediationservices.org

Board of Directors

Beatrice Avcollie
Christopher Miller
Saroj Gilbert
Randy Mayers
Sandra Widdoes

Case Manager

Peggy Pryor

Office Administrator

Miranda Fortenberry

Volunteer Coordinator

Anda Webb

Training Committee Co-Chairs

Chip Sharpe / Bruce Chaiet

Advisory Board

Stephen Brown
Tracy Jordan French
Rees Hughes
Sondra Schaub
Chip Sharpe
Jim Steinberg

The HMS Office Internship is an unpaid position designed for a student or community member who can commit 5-10 hours per week to the following duties. To apply, send a cover letter, resume, and at least two references to humboldtmediation@reninet.com.

Intern Duties:

- Complete office orientation with Office Administrator and Case Manager, including:
 - HMS' intake and case management process
 - Day-to-day administrative processes
- Observe office staff in action at least once per week
 - Complete office tasks as assigned during observation hours
 - Office tasks may include:
 - Updating case management database
 - Archiving old files
 - Copying mediation materials
 - Assisting with public relations and outreach initiatives
 - Assisting with bulk mailings
 - Event planning
- Assist Office Administrator with researching and drafting grant proposals
 - Attend a free "Funding Research Orientation" at *Humboldt Area Foundation* as schedule allows
 - Research and identify potential grants and grantors
 - Assist with logistics planning
 - Assist with drafting and editing grant proposal(s)
- Attend at least one Board Meeting and observe/assist in preparation of reports for the meeting
- Attend at least one Training Committee Meeting
- Attend HMS training sessions as schedule allows
- Observe at least one (preferably several) mediation sessions

Desired Qualifications:

The HMS Office Intern must be highly organized, dependable, and have excellent communication and interpersonal skills. The abilities to work autonomously and handle confidential information with sensitivity and integrity are essential.

Must be familiar with office equipment and Microsoft Word, Excel, and Publisher. Experience in grantwriting helpful but not necessary. Interest in alternative dispute resolution, nonprofit organizations, community development, and /or social services preferred.

The Mission of Humboldt Mediation Services is to train volunteers to facilitate conflict resolution and to identify and remove barriers that prevent any community member from learning, using, and sharing conflict management and resolution skills.