

RESOLVE
Position: Facilitator
Posting Date: June 15, 2010
Applications Accepted until Position is filled

RESOLVE, a non-profit organization in Washington, DC is seeking 1-2 facilitators.

Organization Overview:

RESOLVE is an independent organization focused on helping diverse groups solve environmental, social, and health problems. We work with leaders in communities, governments, businesses, non-profits, academia, and foundations to find solutions that make a difference for society. We are based in Washington DC and work on local, regional, national, and international projects. We assess situations for collaboration possibilities, design collaborative strategies and processes, facilitate dialogues, and mediate differences that lead to solutions. Our project areas include healthy people and communities, clean air and water, resilient ecosystems, smart energy, sustainable development, and natural resource conflicts.

Qualifications:

A Master's degree in conflict resolution, planning, public health, natural resource management, environmental policy, or equivalent experience. Applicants must be able to demonstrate 3-5 years of experience facilitating natural resources, environment, or public health groups, partnerships, or collaborative processes.

Responsibilities:

- Facilitation: facilitate meetings and low conflict situations, break out sessions, and conference calls, to include conducting assessment interviews;
- Project Management: manage small projects, draft agendas for conference calls and meetings, draft complex meeting summaries and reports, correspondence, and presentations, and project budgets; track project timelines, budgets and deliverables; maintains project databases and disseminates information to project participants; contribute to facilitation training, reviews and compiles training materials; Research issues
- Develop working partnerships and collaborative relationships;
- Program Development: reach out to existing clients; develop articles for publication; assist with marketing and business development activities and meetings; draft outreach and promotional materials for website, newsletters and reports.

Facilitators report to RESOLVE Vice President Juliana Birkhoff and work closely with other senior staff to develop projects advance the organization, and improve the collaboration and consensus-building field.

Salary is commensurate with education and experience. RESOLVE offers excellent benefits including medical and dental insurance, long-term disability, retirement and education contributions, generous family, vacation, and sick leave.

To Apply: please go to <http://www.resolve.org/about/jobs/>

Please do not send applications by e-mail, call or e-mail staff, or inquire about opportunities by phone.

RESOLVE is an equal opportunity employer.