The Center for Victims - Dialogue and Mediation Services department is interested in someone to work with us in the following areas (list not exhaustive):

- **Assisting with Community Mediations**
  - Completing intakes with interested parties
  - Scheduling mediations
  - Being a co-mediator
  - Possibly spending time in City Court - taking potential mediation referrals from District Attorneys
  - Assisting with social media (possibly writing blogs etc.)

- **Assisting with referrals from the Housing Authority City of Pittsburgh**
  - Assessing needs of clients (conflicts, mediations, domestic violence, sexual assault, trauma reactions, crisis interventions)
  - Researching and providing resources for clients
  - Assisting with trainings and educational presentations

- **Assisting with our Victim Offender Dialogue Program (training required)**
  - Contacting participants
  - Participating as Facilitator and/or Community Representative
  - Assisting with social media

- **Assisting with Community Outreach requests**
  - At times, volunteering at tables for Community Events
  - Possibly conducting educational presentations

It would be extremely helpful if the student could be available to take our Conflict Resolution and Mediation Training July 20th-24th (it’s a $625 training that they would receive at no cost) because it would allow them to be more involved in Mediations. Additionally, our students are required to take a 90 Victim Assistance Training before they are able to interact with clients etc. which would take place as soon as they began their internship.