

Position Announcement

Position: DIRECTOR OF ADMINISTRATION – RESOLUTION SYSTEMS INSTITUTE

THE RSI MISSION

The mission of Resolution Systems Institute (RSI) is to encourage effective and efficient use of court-related alternative dispute resolution. To accomplish this mission, RSI provides a range of information-gathering, clearinghouse, networking, evaluation, analysis and training services. RSI is not-for-profit and affiliated with the Center for Conflict Resolution. For more information, visit www.aboutrsi.org.

DUTIES OF DIRECTOR OF ADMINISTRATION

The Director of Administration is responsible for all administrative functions of RSI, including assistance with fund development. Regular duties include bookkeeping and related activities; meeting organization – from simple conference calls to complex multi-day mediator trainings; research of potential donors and organization of fund development efforts; document generation – from thank you letters and meeting minutes to complete proposals and program evaluations; procurement of computer equipment, office supplies and other organizational needs; management of all organizational documents and information in areas such as planning and PR, especially contact lists; response to all computer-related issues; and attention to all other administrative functions.

As part of the staff team, the Director of Administration is usually involved with every project that is important to RSI. Examples have included: recruitment and selection of new staff members; work on proposals; research for the Court ADR Resource Center and research for studies.

This position offers an excellent opportunity to work as part of a small, dedicated staff, serving unmet needs and developing creative ways to do so. It is essential to the smooth functioning and growth of the organization. The position requires excellent oral and written communication skills; strong administrative, research, and organizational abilities; attention to detail; understanding of non-profit finances; facility with numbers; ability to troubleshoot computer hardware and software problems; proficiency with Microsoft Office (Word, Excel, and Access); and proficiency with expanding use of Internet technology in many applications. The ideal candidate will have experience with fundraising and a familiarity with ADR and an interest in its increased use in the courts.

Salary for this position is \$28-30,000, with an excellent benefits package, including a PPO health insurance plan with low co-pays and dental coverage, 13 holidays, and two weeks vacation to start. The Administrative Director reports to the RSI Executive Director, works as part of a staff team, and works with the Executive Committee, funding sources and others involved in court ADR. The position offers the opportunity for extensive exposure to the rapidly developing ADR field. Mediation training is also available to the qualified applicant.

For more information about the position, visit www.aboutrsi.org.

Submit cover letter and resume to Jennifer Shack:

RSI; c/o Center for Conflict Resolution; 11 E. Adams Street, Suite 500; Chicago, IL 60603-6302.

Fax: 312-922-6463. E-mail: jshack@aboutrsi.org. No phone calls, please.