

Job Opening

Position: Administrative Assistant

BUILDING PEACE, INC

2518 Ridge Court, Unit 206

Lawrence, Ks 66046

785-331-9162

Part time: 12-15 hours/week, flexible, mostly in-office position

Salary: \$20/hr

Building Peace is seeking an innovative individual who can work creatively with a team of mediators to assist in developing and organizing mediation initiatives. The position includes working with a core group of five mediators to assist in organizing and furthering the work of the organization.

This position includes but is not limited to answering the phone, responding to inquiries from the public, attending local landlord/tenant and restorative justice events, collecting and organizing paper and electronic files and data in a timely manner, and continuing a strong social media presence.

Talents and qualifications:

- Positive and friendly disposition
- Eager to learn about Building Peace and our work in various mediation initiatives
- Enthusiasm in meeting with the public to advocate for Building Peace
- Creative and Organized
- Ability to work collaboratively

Qualifications:

- Good communication skills
- Computer skills, Microsoft and Google products
- Experience in developing and working with spreadsheets

Submit resume and two references with contact information to: buildingpeaceks@gmail.com

Building Peace is an equal opportunity employer.

About Building Peace:

Building Peace is a nonprofit organization that provides mediation and conflict resolution opportunities using restorative practices that strengthen community trust and security, as well as upholding the dignity of all persons.

Our services include: victim/offender dialogue, landlord/tenant mediation, mediation involving neighbors, businesses, families etc, practicum training for mediators, training for neighborhood accountability boards.

It is our mission to provide a safe space to empower our clients and provide them with tools to resolve conflict and repair harm done within the community.

For more information about Building Peace visit: www.buildingpeaceks.org