



POSITION: Project Assistant
Department: Training/Operations
Reports To: Assistant Project Manager

ORGANIZATION

The National Conflict Resolution Center (NCRC) empowers individuals, organizations, and communities with the skills and resources needed to address conflict, intolerance, and incivility in our society.

Headquartered in San Diego, NCRC's work spans nine countries on four continents and into six Cabinet-level departments, touching thousands of people each year. We address some of society's most intractable challenges by equipping individuals with strategic communication tools, so they can engage in constructive dialogue—even when the topics and situations are difficult. We know that by empowering people, we can transform cultures. Amidst deep polarization, our mission has never been more urgent.

ESSENTIAL DUTIES

Trainer Support

- Correspond with trainers for scheduled trainings
- Book trainer travel
- Manage Pack Creation (in-person and Zoom)

Event Coordination

- Training day set-up: on-site, off-site, and virtual
- Teams training management
- Trainer correspondence
- Roster management
- Participant correspondence
- Certificate creation

OTHER DUTIES

- Support project managers as needed
- Schedule interpreters and translators as needed for bilingual trainings
- NCRC device management
- Gift card management
- Expense reporting

REQUIREMENTS

- This position requires a car and involves driving to various locations throughout San Diego County to set up training events and deliver training supplies to trainers.
- This position will include work during a typical work week, and some weekends and evenings. Candidates should have flexible schedules to accommodate atypical-hours assignments, though generally not to exceed 40 hours total per week.
- Proficient with Zoom, Microsoft Office, Google Suite, and adept at navigating new platforms and data management systems.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- Strong customer service skills with the ability to communicate effectively and professionally with internal and external stakeholders
- Excellent interpersonal skills with a collaborative mindset to work effectively in a team environment
- Well-organized with strong attention to detail and accuracy
- Ability to work independently and collaboratively in a multi-faceted environment

Education

- Two-year degree from an accredited college or university required

Work Environment

- Professional business casual office environment
- Fast-paced office with multi-level distractions
- Joyful, mission-driven staff fostering a culture of belonging

Compensation

- Hourly rate will be commensurate with one's experience (range \$22 to \$24 per hour)
- Health insurance, 401(k) with employer match, paid vacation, and holidays
- Downtown office with parking structure, partially paid parking

Special Conditions

- Ability to work extended hours as needed
- Position IS NOT eligible for hybrid work schedule; position is in-office five (5) days per week

How to Apply

- Send a cover letter and resume directly to our Director of Human Resources, Kathry Shade, at ncrconline.com