

Community Engagement Officer, MBBI—LA

Part-time, unpaid
Los Angeles, California

Overview: Mediators Beyond Borders International (MBBI) is a nonprofit, international organization that builds local skills for peace and promotes mediation worldwide. It brings together experienced volunteer mediators to improve conflict resolution capacity and support alternative approaches to expressing, negotiating, and resolving interpersonal, political, economic, social, ethnic, and religious differences. For more information, please visit www.mediatorsbeyondborders.org.

Mediators Beyond Borders International – Los Angeles (MBBI—LA) founded in 2007 to bring the core vision and mission of MBBI to Southern California, where members living in this region could meet regularly to develop their skills and to offer services to local communities, as well as to collaborate with local partners. Please visit www.mediatorsbeyondborders.org/mbbi-la for more information.

MBBI—LA is seeking a volunteer Engagement Officer to work closely with the Chair to support the Group’s mission. This is a great opportunity to enhance your experience in public relations, peacebuilding, and nonprofit in addition to refining your leadership skills.

Priorities:

- Relationship building as a means to make connections, identify potential opportunities, gain a deeper understanding of the values and need of the LA greater area, and to serve as an ambassador for MBBI—LA.

Duties and Responsibilities:

- Conceptualizes, develops, and implements community outreach strategies to promote the work of MBBI—LA and MBBI-Rotary partnership
- Develops resources to support the Group’s operations and self-sufficiency
- Conducts outreach to diverse community groups, employers, donors, and others
- Distributes information to the community and increases public knowledge of the work of MBBI—LA Regional Group through multiple sources



Mediators Beyond Borders

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- Identifies, initiates, and strengthen relationships with various community partners and stakeholders
- Develops new partnerships and opportunities
- Reports to the MBBI—LA Group’s Chair
- Other duties may be assigned

Qualifications:

- A positive record of multicultural awareness and sensitivity
- Experience in community programming and engagement
- Administrative experience in a non-for-profit setting preferred
- Excellent verbal and written communication skills, and public speaking
- Ability to plan, organize, and direct multiple activities simultaneously
- Can work independently and in cooperation with others
- Self-started; highly organized; and detail-oriented
- Proactive communicators and is able to meet deadlines

To Apply: Please submit a cover letter and resume to info@MediatorsBeyondBorders.org and LosAngeles@mediatorsbeyondborders.org with “ATTN: MBBI—LA Community Engagement Officer” as the subject line. Candidates who can volunteer 10 hours per week are preferred. Only applicants invited for an interview will be contacted.

MBBI Internship Benefits:

Volunteering opportunities with MBBI help you gain work experience and develop personal and professional confidence in the workplace. Through your work with MBBI, you will have access to a global network of peacebuilders. This is in addition to the possibilities to participate in and engage with Regional and Working Groups, Projects, and Committees. MBBI interns also enjoy mentorship opportunities with other professionals in their desired career, observe and interact with role models, and create a more impressive, well-balanced resume. Most importantly,

working with MBBi allows interns to connect theories, ideas, and dreams with best practice models.

Skills gained through volunteering with MBBi:

- Oral and Written Communication
 - Marketing and Public Relations
 - Collaborative approaches
 - Decision-making
 - Fundraising
 - Training
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