



George Garner

*4th Grade John Cooper School, 2022 Conflict Resolution Day
1st Place Winner, Level 2, Amy Dietrich Teacher*

Communication and Planning Intern Job Description
ExxonMobil Foundation 2024 Community Summer Jobs Program

Organization Name: Dispute Resolution Center of Montgomery County, Inc. (DRC-MC)
Address: 301 N. Thompson Street, Suite 106, Conroe, TX 77301
Contact: Elaine B. Roberts, Executive Director

Mission: Provide and promote affordable, high-quality dispute resolution services and training to the Montgomery County area.

Organization Overview: The DRC-MC is a 501 (c)(3) organization that was established in 1988 to provide mediation services and training to the Montgomery County area. Each year DRC-MC Volunteer mediators assist nearly 3,000 individuals, organizations and businesses to resolve their own conflicts, build relationships and restore communications through mediation.

The DRC-MC also provides mediation and conflict resolution training to individuals, businesses and organizations, volunteer continuing education programs, and bullying prevention and conflict resolution training to Montgomery County students in grades K-12. Last year, DRC-MC bullying prevention and conflict resolution programs and materials reached nearly 20,000 Montgomery County residents.

Benefits: Free parking at job side, offsite job related travel expenses paid at federally approved rates, paid educational benefits available during internship, and salary of \$15.00/hr.

Hours: Thirty-five (35) hours per week, at mutually agreed upon times during DRC-MC's general hours of operation, Monday-Friday from 8:00 am – 5:00 pm. Occasional weekend or evening work may be required for DRC-MC events. Internship target dates are June 3, 2024 – July 26, 2024, but some flexibility is possible. Hybrid work arrangement (one day per week) also possible if assignments can be done remotely.



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Communications and Planning Intern Job Responsibilities

The CSJP intern's job responsibilities will generally fall under the following categories:

Program and Service Development: Assist with preparing grant applications for funding the Peer Mediation Training Program, the Conflict Resolution Bookmark Art Contest and/or for development of a bilingual mediation training program; update PowerPoint presentations; develop additional community contacts and partnerships for the DRC-MC's 2025 Conflict Resolution Bookmark Art Contest; and update contact list of school and home schooling organizations for the 2025 Conflict Resolution Bookmark Art Contest.

Public Relations and Communications: Assist with preparing press releases; update Bookmark Art Contest flyers and disseminate Save the Date reminders to Montgomery County School Districts, private schools and home schooling organizations; assist with developing materials and posts for DRC-MC social media platforms; prepare thank you letters to community partners and supporters; and participate in community outreach presentations.

Training: Assist with updating Family Mediation, Peer Mediation and CPS Mediation training materials; assist with training class postings with local, state and national mediator organizations; participate in mediation and conflict resolution training programs, including Peer Mediation training, Peace Camps for students in grades 5-12, and Juvenile Justice involved youth training programs; assist with recruiting speakers for education and training classes.

Volunteer Recruitment and Retention: Update DRC-MC volunteer opportunity descriptions; prepare acknowledgements for volunteer in-kind contributions to the DRC-MC; assist with preparing board meetings and volunteer training materials; and assist with recruiting volunteers for DRC-MC programs and events.

Quality Control: Assist with statistical documentation of DRC-MC programs and services effectiveness; and update/analyze client survey data.

Complete other duties as assigned.



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Communication and Planning Intern Qualifications:

- Must be currently enrolled undergraduate student who will be returning to college as a full time student (as a sophomore, junior or senior) in the fall of 2024
- Must be able to work with a wide variety of individuals from varying backgrounds
- Experience with Excel spreadsheets, Microsoft Word, and PowerPoint
- Must be able to meet work related deadlines
- Must have strong communication skills
- Must be a team oriented, self-starter with demonstrated leadership and organizational skills
- Must be interested in community service and non-profit work
- Bilingual ability, a plus
- Mediation or conflict resolution training preferred, but not required
- Must be able to travel locally for DRC-MC events and programs
- Must be able to lift or move 15 lbs.
- Must be able to maintain confidentiality of all client related information
- Must have excellent grammar and writing skills

DRC-MC is a smoke free work environment.

The DRC-MC is an equal opportunity employer and does not discriminate because of race, religion, gender, sexual orientation, national origin, age, marital status, veteran status or disability.

How to apply:

Please send cover letter and resume to: Stephanie.marquart@mctx.org.