

Mediator and Program Associate

Team: Practice Group

Reports to: Project Directors & Chief Executive Officer

FLSA Status: Exempt

Salary Grade: 18

Primary Objective of Position

The Mediator and Program Associate supports project teams in building understanding, guiding collaboration, and driving action to address the world's complex challenges. This position's responsibilities vary depending on the project scope of work and team membership. Mediator and Program Associates work under the supervision of project directors and/or other project team members.

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization, and attention to detail. Working at Meridian requires the ability to excel in a team environment while also juggling multiple deadlines and project teams.

Essential Areas of Accountability

- **Conduct research and situation assessments:** Conduct scoping activities for projects and meetings. This includes conducting background research and reaching out to participants.
- **Participate in stakeholder engagement:** Interview or otherwise engage stakeholders, thought leaders and other participants in Meridian processes, including leaders of the private, non-profit, and government sectors.
- **Collaborate on process design and meeting facilitation:** Work with senior staff to design effective meetings and collaborative processes, draft meeting materials, and co-facilitate work groups and breakout groups.
- **Draft meeting documentation:** Draft meeting summaries, negotiation texts, and other meeting documentation as part of meeting support and follow up.
- **Support meeting logistics:** Serve as a liaison and coordinate with team members and serve as a liaison with support staff on logistical matters.
- **Support project development:** Participate in proposal writing and other project development efforts.
- **Support project management:** Track project budgets and subcontracts, assist in project-related reporting, and other administrative tasks.
- May supervise or coordinate efforts of project team members.

Knowledge and Skills Required

- Education and training in the principles, methodologies, and tools associated with collaborative problem solving, such as mediation, facilitation, strategic planning, consensus building, and conflict resolution
- Minimum of a bachelor's degree required; advanced college degree or equivalent professional experience preferred
- Substantive knowledge and background (through school or work experience) on one or more of the following subjects: agriculture and food systems, forest, climate change, oceans and fisheries, natural resource management, health, or a similar topic
- Excellent written and oral communication skills, including effective communication across an array of audiences, accurate and efficient information synthesis, ability to produce high quality documents including memos, meeting summaries, reports, etc., and strong attention to detail and copy-editing
- Demonstrated ability to conduct directed and independent research on a variety of topics and summarize results
- Ability and enthusiasm to work with people from diverse backgrounds
- Fluency in English; professional fluency in a foreign language is highly valued, particularly Spanish and French
- Passion for the issues and areas of Meridian's work
- Meticulous organizational skills, a high level of initiative, and strong analytical and problem-solving skills
- A high degree of proficiency with Microsoft 365 tools, including but not limited to Outlook, Word, Excel, PowerPoint, Teams, OneNote, and SharePoint; knowledge of data visualization software, graphic design tools, social media

Additional Requirements

- Required to attend to business related to projects outside of normal working hours, due to the location and nature of project assignments
- Required to conduct themselves in a courteous and professional manner at all times
- Required to travel domestically or internationally dependent upon the project needs

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Acknowledgement:

(employee)

(date)