

# Mediator and Program Manager

**Team:** Practice Group

May 6, 2022

**Reports to:** Project Directors & Chief Executive Officer

**FLSA Status:** Exempt

**Salary Grade:** 21

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## Primary Objective of Position

Supports project teams in building understanding, guiding collaboration, and driving action to address the world's complex challenges. The roles of the Mediator and Program Manager vary depending on the project scope of work and team membership. Mediator and Program Managers work under the supervision of project directors and/or other project team members but has a high degree of independence and increasing responsibility. May lead smaller projects with mentorship from senior staff.

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

- **Design process:** Design effective meetings and collaborative processes. Actively support stakeholder engagement and power dynamics in keeping with Meridian's Justice, Equity, Diversity, and Inclusion (JEDI) principles.
- **Facilitate effective meetings:** Facilitate work groups and breakout groups. Support meaningful engagement within complex—and, at times, controversial—discussions and topics using techniques that integrate interpersonal and group dynamics, as well as issues of power, inclusion, and equity.
- **Draft meeting documentation:** Draft meeting summaries, negotiation texts, and other meeting documentation as part of meeting support and follow up.
- **Manage project finances:** Track and manage project budgets and subcontracts in coordination with the finance team. Manage major aspects of grant reporting.
- **Manage project teams:** Provide oversight and direction to team members. Delegate responsibilities, create accountability, and provide feedback to encourage growth and

development in assigned roles. Coach, mentor, and develop staff, supporting new employee onboarding and performance management.

- **Conduct research and situation assessments:** Conduct scoping activities for projects and meetings. This includes conducting background research, drafting meeting materials, 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.
- **Support project development:** Develop proposals and project budgets for development efforts. Supports the generation of new work through task performance and opportunistic scope expansion and proposal development.

## Knowledge and Skills Required

- At least 5 years of experience in the field of third-party facilitation/mediation, specifically with facilitating work groups and small plenaries, co-facilitate/support larger, more challenging plenaries, resolve conflicts, etc.
- Education and training and/or relevant experience with the principles, practices, and tools associated with collaborative problem solving, such as facilitation, mediation, strategic planning, consensus building, and conflict resolution
- 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, strong attention to detail, and the ability to ask skillful questions that guide project work
- Demonstrated ability to successfully support collaborative process design and implementation
- Ability to work with people from diverse backgrounds with humility, ease, and enthusiasm
- Fluency in English; professional fluency in a foreign language is highly valued, particularly Spanish and French
- Meticulous organizational skills, a high level of initiative, and strong analytical and problem-solving skills
- Passion and curiosity about the issues and areas of Meridian's work
- Developing project management skills with the ability to manage small projects independently
- A high degree of proficiency with Microsoft 365 tools, including but not limited to: Outlook, Word, Excel, PowerPoint, Teams, OneNote, and SharePoint

## 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.*