**Mediator Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Mediator to facilitate negotiation and settlement between disputing parties by providing direction and encouragement, working collaboratively with them to find creative ways to reach a mutually satisfying solution, typically a compromise.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Facilitating communication between two opposing parties in a dispute to help guide them to a mutual agreement
* Holding introductory meetings with disputing parties to educate them about the arbitration process
* Interviewing witnesses, disputing parties, and other parties and examining documents as needed to get information about the dispute at hand
* Handling procedural matters in an ADR, including time requirements and witnesses needed

### About you

* Admitted to the practice of law in [insert required location].
* Excellent legal writing and verbal communications skills.
* Demonstrated interest in and sensitivity to the legal needs of the poor as well as motivation to improve the condition of the poor.
* Personal characteristics include professional attitude, excellent persuasive and interpersonal skills, use of diplomacy, and tact.
* Strong working knowledge of legal research tools and Microsoft Office; and high comfort learning and using other software or technology utilized by the firm.
* The ability to speak [insert required second language] is highly desirable.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]