



## Internship Opportunities with Northern Virginia Mediation Service

The Northern Virginia Mediation Service (NVMS) offers opportunities for students to perform credit-based internships throughout the year. Interns develop skills in mediation and conflict resolution, communication, client service, administration, case management, training design and delivery, marketing and non-profit management. Interns also have the opportunity to work closely with a dedicated group of staff, mediators, and trainers. The following internships are available beginning in September 2008:

**Training Program Internships:** Interns work with Training Program staff to support every aspect of NVMS training workshops, including policy development, workshop scheduling, the preparation of materials, administration, and logistics. Interns also will support the marketing and delivery of on-site training workshops.

**Court Program Internships:** Interns support Civil/Court Mediation Program staff with all aspects of NVMS court mediation programs in Arlington, Fairfax, and Loudoun Counties, including policy development, mediator scheduling, on-site coordination, and statistical reporting.

**Family Program Internships:** Interns work with Family Mediation Program staff to support case and program management, including intake interviews, scheduling, mediator assignment, special projects, and policy development.

**Marketing Internships:** Interns perform market research, planning, and development to enhance non-profit training workshops, and family, civil, and community mediation. Interns will research, evaluate, analyze, develop and apply creative marketing skills to develop a series of outreach and marketing projects.

**Accounting Internships:** Interns work with the Accounting Department staff to support daily accounting activities. Accounts payable tasks include: invoicing, account coding, filing invoice copies, and cutting checks. Accounts receivable tasks include: payment processing, preparing and issuing invoices, and contacting companies regarding payments. This individual will also assist in bank reconciliation as well as preparing financial reports and other necessary documents.

**Requirements:** All interns participate in an orientation session and perform a minimum of 160 hours of work to receive internship credit and benefits.

**Benefits:** Interns have the opportunity to participate in NVMS training workshops (see list at <http://www.nvms.us/schedule.htm> and include mediation, negotiation, and facilitation skills) offered during the internship period at **no cost**.

**Background:** The Northern Virginia Mediation Service (NVMS) is a non-profit community dispute resolution center affiliated with the Institute for Conflict Analysis & Resolution at George Mason University (GMU). NVMS provides accessible and appropriate conflict education, prevention and resolution services from its offices and training center three blocks north of the Fairfax Campus of GMU. NVMS staff, interns and volunteers work together in a responsive, informal, and flexible work environment.

To apply, complete the Application at <http://www.nvms.us/forms.htm> and fax to 703.246.8992

or submit a resume to [communitymediation@nvms.us](mailto:communitymediation@nvms.us)

***Interviews will be scheduled until internships are filled***

Northern Virginia Mediation Service

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