



Marketing and Events Administrative Assistant (part time, temporary)

January – April 2024

Job Description

The NCRC External Relations Department is looking for a self-motivated Marketing and Events Administrative Assistant. This person will assist with digital marketing (**graphic design, social media strategic planning and content creation, custom photo stock creation, trend research, email marketing, website maintenance**, and more). They will also assist with the **logistical management of our largest event, the Peacemaker Awards**, as well as the District-Attorney Juvenile Diversion Initiative Annual Convening. Duties will include (but are not limited to) **communication with vendors, procurement, week-of and day-of preparation and coordination, on-site set up/break down**, and more.

Part time hours are flexible; however, this person must be available April 8-12, 2024, and all day on April 13.

The Ideal Candidate

The ideal candidate is someone that is passionate about crafting high-quality, fun and memorable experiences for event attendees. This person is excited to expand their marketing and event planning skill set, is innovative and has a great attitude. This person is an excellent researcher and is skilled in professional networking. This person is a self-starter and is comfortable with working with little supervision. This person has skills in social media strategic planning and content creation, and knowledge of Google and Microsoft Suites.

About National Conflict Resolution Center

We provide the resources, training and expertise to help people, organizations and communities manage and solve conflicts, with civility. Built on the principle that every dispute has a solution, the National Conflict Resolution Center (NCRC) serves a variety of communities in both the public and private sectors — regionally, nationally, and internationally. Our mission is to resolve issues with the highest possible degree of civility and equitability to all parties involved. NCRC was founded in 1983 by the University of San Diego Law Center and the San Diego County Bar Association. With 40 years of experience and over 20,000 cases managed, NCRC is recognized as an international leader in mediation instruction and conflict resolution.

To Apply

Please submit a cover letter and resume for this position to Mireya Pinell-Cruz at mpinellcruz@ncrconline.com.