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*A Program of Community Action of the Franklin,  
Hampshire, and North Quabbin Region, Inc.*

## NON-PROFIT INTERNSHIP OPPORTUNITY IN CONFLICT RESOLUTION

The Mediation & Training Collaborative (TMTC), a program of Community Action of Franklin, Hampshire and North Quabbin regions, is seeking a fall or full-year intern to support our community mediation center, based in Greenfield, MA, for 15-20 hours per week. This internship will provide the opportunity to (1) build conflict resolution and communication skills by attending free mediation trainings, (2) be involved with our courthouse mediation program in several local district courts, and (3) learn about non-profit work including the grant writing and application process. Community Action is one of the largest organizations in this region working to address economic injustice and provision of accessible community services, and TMTC provides free and low-cost sliding scale mediation and conflict resolution services to area residents and businesses.

This position is unpaid and provides the opportunity to set up a fairly flexible schedule based on your needs. You will work in a collaborative environment with friendly staff who are genuinely interested in supporting your learning and other goals. Our interns have developed communication, conflict resolution and mediation skills, and increased their confidence and skill in handling challenging personal and professional dynamics. Past interns have worked in areas such as:

- District court mediation cases and case follow-up
- Outreach and education related to mediation and conflict resolution
- Development and production of training materials
- Community outreach including writing letters, press releases, etc.
- Monitoring and evaluating programs, contributing to organizational development
- Participation in grant writing and application process
- Administrative support (doing same work as other staff)
- School peer mediation program support
- Attendance in our Fall Basic Mediation Training

Interested applicants should have reliable transportation and be able to work in the Greenfield office. To apply, please check out our website [www.mediationandtraining.org](http://www.mediationandtraining.org) and contact Lea Occhialini at [mediation@communityaction.us](mailto:mediation@communityaction.us) with a resume and cover letter detailing your interests and hopes, and how you think they might fit with TMTC's mission and activities.

We look forward to hearing from you!



COMMUNITY  
Action!

Resolving Conflicts Cooperatively Since 1987