



# AmeriCorps Member Position Description



**Member Position / Title:**

Re-Entry Outreach and Education Coordinator

**Member Immediate Supervisor:**

Mediation Coordinator - Karron Williams

**Hours of Service:** Generally M-F 9am - 5pm but flexibility is an absolute must as some mediations are twice a month on weekends, early mornings or evenings

**Partner Organization Name:**

Re-Entry Mediation of Louisiana

**Office Address:** 4035 Washington Avenue, New Orleans, LA 70125

**Website:** [www.reentrymediation.org](http://www.reentrymediation.org)

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**Organization/Agency Mission and/or Goals:**

The Re-Entry Mediation Institute of Louisiana reunites families and reduces recidivism rates by mediating relationships between incarcerated people, and their loved ones to make a plan for their reentry.

**Program Mission and/or Goals:** Mediating cases helps reunite incarcerated people and their loved ones so they can make a collaborative plan for the incarcerated person's reentry, and to nurture sustainable support through positive relationships.

**Community Need:** REMILA will help formerly incarcerated person's build positive relationships with family and in the community. REMILA will help strengthen these connections, and allow collaborative planning.

**Member Position Summary:** to help to promote the program through education and outreach and to create opportunities for volunteer involvement.

The Outreach and Education coordinator will help assist with implementing outreach strategies, and will help facilitate outreach and education inside of the prisons. Will also help with the orientation in the prison. Will mediate cases in the prison.

**Member Impact:** Re-Entry mediation is a short-term intervention with long-term impact on mental health and relationships. In assisting with the building of relationships this will help reduce the recidivism rates in the community. It also reunites families and strengthens relationships. It also improves community well-being and the individual's mental health and transition home.

**Essential Functions of Position:**

- The Outreach Coordinator will assist with educational training, with related supports for mediators
- The Outreach Coordinator will assist with outreach programs and training to help improve the Remila organization
- The Outreach Coordinator will conduct internal and external information sharing with other community based organizations
- The Outreach Coordinator will assist in creating literature for the Remila organization
- The Outreach Coordinator will help assist with implementing outreach strategies and help facilitate outreach and education inside of the prison.
- Visit incarcerated people in prisons and jails and share about the mediation process and demonstrate mock mediation

**Required Knowledge, Skills, and Abilities:** The Outreach Coordinator should be able to use listening and communication skills. The coordinator must be able to show competence, composure and neutrality.

**Required Academic and Experience Qualifications:**

- Effective communication and listening skills
- Experience working with diverse populations
- Self Awareness and commitment to restorative process
- Experience with grassroots outreach and conflict resolution is useful but not required
- People with experience with the criminal legal systems are highly encouraged to apply.

**Required Transportation:** The applicant is required to have their own transportation and able to drive the distances up to three hours. Traveling will be reimbursed. AmeriCorps Member may also be asked to drive once a week to prisons in Plaquemines Parish and St. Tammany Parish, Louisiana. Mileage will be reimbursed and a rental car is available if needed.