



Administrative Office of the Courts

Job Description

Job Title:	ADR Training and Program Coordinator	Grade:	SGS08
Division:	Legal Services	Revision Date	7/2025

POSITION SUMMARY:

The ADR Training and Program Coordinator is responsible for the development, planning, implementation, and evaluation of alternative dispute resolution training and continuing education programs for certified mediators, those seeking mediator certification, attorneys, and judicial personnel. Some scheduled work outside of the office and out-of-town travel will be required. Work outside of the office and out-of-town travel will be related to conferences, trainings, certifications programs, and public education events provided by the Arkansas Alternative Dispute Resolution Commission and the Administrative Office of the Courts. This position reports directly to the ADR Coordinator.

JOB DUTIES:

Identify relevant substantive topics for education programs

Manage program implementation:

- Negotiating prices with hotels and vendors
- Order catering and supplies
- Draft and send registration information
- Track registration
- Prepare and submit appropriate paperwork to the Office of Professional Programs for CLE credit
- Set-up for in-person programs, including registration desk, room set-up, and A/V equipment
- Host Zoom programs
- Review and assess participant evaluations for program effectiveness

Maintain accurate records of all approved trainings and continuing education programs offered by providers other than the ADR Commission

Attend ADR Commission meetings

Act as liaison to agencies, court personnel and the public requesting assistance or information on trainings, speakers, etc.

Assist with the administration and implementation of the Court Management Program courses

Work with other departments on education programs, conferences, meetings, or projects as needed

Other duties as assigned

QUALIFICATIONS:

- **Education**
Bachelor's degree or higher preferred
- **Experience**
Experience in program planning and adult education a plus

- ***Knowledge, Skills, Abilities***

- Knowledge of Commission requirements for certification/re-certification and training standards
- Knowledge and understanding of the mediation process
- Proficient in Microsoft 365 products – particularly Outlook, Excel, and PowerPoint
- Proficient in Adobe

Last Updated By	
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