



Georgia Office of Dispute Resolution

JOB ANNOUNCEMENT

Program Coordinator

**Recruitment
Period:**

Submit resume by **May 22, 2026**

**Number of
Positions:**

One (1) position

FLSA Status:

Exempt

Hiring Salary:

\$65,000 - \$72,500

Position Location:

Atlanta, GA

Georgia Commission on Dispute Resolution

The mission of the Georgia Commission on Dispute Resolution is to help the Georgia Supreme Court fulfill its Constitutional mandate to “provide for the speedy, efficient, and inexpensive resolution of disputes and prosecutions” in the judiciary. The Commission does this by managing a statewide system that offers true and effective alternatives to traditional litigation. Those alternatives – mediation, arbitration, and case evaluation – give Georgia litigants lower-cost choices for resolving their differences, and they help save scarce court resources for those cases that cannot be resolved without judge or jury.

Georgia Office of Dispute Resolution

The Georgia Office of Dispute Resolution (Office) is the administrative arm of the Supreme Court’s Commission on Dispute Resolution (Commission), which is responsible for establishing policies necessary to develop, support and enhance a comprehensive statewide court-connected alternative dispute resolution (ADR) system. This position requires frequent communication with neutrals, judicial staff, and other state agency members, requiring independent judgment, excellent written and verbal skills and organization and initiation in the completion of multiple time-sensitive tasks.

Job Summary

The Program Coordinator provides high-level administrative support and project management assistance to GODR in his/her role to promote the needs, concerns, and interest of the Commission. The Program Coordinator reports directly to the Executive Director, and all work is performed under supervision of the Executive Director and Deputy Director.

Job Responsibilities and Performance Standards

Program Coordinator

- Assist in the development and monitoring of Commission objectives and provide support for ongoing and special projects and other initiatives
- Coordinate events and meeting logistics for the Office and Commission, attend meetings and events, and prepare meeting notes, minutes, and related materials as needed
- Assist with Office communications, including maintaining and updating content on the website, social media platforms, and printed and digital publications
- Assist in the development, implementation, and execution of seminars, programs, conferences, and training
- Provide administrative and operational support to court-connected ADR programs, including responding to inquiries, assisting program staff, and supporting program compliance efforts
- Assist with the collection, tracking, and reporting of program data to support Commission initiatives and reporting requirements
- Manage and coordinate all fiscal and administrative matters for the Office, including processing invoices, travel requests and reimbursements, purchasing, and maintaining accurate financial records in accordance with applicable policies and procedures
- Maintain organized records, files, and documentation for the Office and Commission, including meeting materials and program records
- Work professionally and effectively with judicial, legislative, and executive stakeholders and the public in all interactions
- Maintain the confidentiality of Office and Commission matters
- Perform such other duties and responsibilities as the Executive Director may assign

Minimum Qualifications:

- Bachelor's degree from an accredited college or university
- Proficient computer skills, including experience with accessing databases, composing digital content, and utilizing social media
- Excellent verbal and written communication skills and strong interpersonal skills
- Valid Driver's License
- Ability to satisfactorily pass both state and national criminal background check
- Ability to provide proof of good standing for any professional credential (license, registration, or other) with any professional body or organization
- Available for occasional overnight travel within or outside the state
- United States Citizen or Permanent Resident, must not require sponsorship for employment

Preferred Qualifications:

- Experience planning and coordinating conferences, meetings, or large-scale events, including logistics, vendor coordination, and on-site support
- Experience working in a court, legal, or government setting, or supporting a court-connected ADR program
- Knowledge of dispute resolution processes and practices
- GODR Registration in General Civil Mediation
- Georgia Council of Court Administrators Certificate of Court Administration

To Apply:

Send your resume and cover letter, in **.pdf** format, to resume@georgiacourts.gov. Resumes submitted after **5:00PM (Eastern)** on **May 22, 2026**, will not be considered. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: **GODR Program Coordinator**

Additional Information:

The selected candidate will be required to pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to criminal records, fingerprint records, education records, past employers, state licensing/certification records, and driving records.

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.