1. MOPC Research Study Internship:
Unpaid position for 8-10 hours per week for 12-14 weeks, in conjunction with the Municipal Conflict Resolution
Needs Study by MOPC commissioned by the MA Legislature in FY 2015 State Budget (outside section 204).

Location: MA Office of Public Collaboration, UMass Boston, McCormack Building, 1st Floor, Room 613, and
working remotely.

Internship tasks
• Assist MOPC in collecting, documenting, transcribing and analyzing data from surveys and deliberative
stakeholder sessions to finalize findings and recommendations for state-wide study;
• Assist MOPC as needed in drafting sections of the final research report to the MA legislature.
• Assist with vetting study findings, prioritizing needs and recommendation of solutions strategies with
municipal and other stakeholders.
• Assist with organizing meetings and/or discussions to finalize needs assessment report.
• Assist MOPC in conducting an evaluation of the needs assessment process design and impact.

Qualifications
• Completion of Research Methods course; strong qualitative research skills preferred
• Completion of CITI training for conduct of human subjects research

To apply, email cover letter and resume to:
Madhawa Palihapitiya, Associate Director; Madhawa.Palihapitiya@umb.edu
Massachusetts Office of Public Collaboration (MOPC); www.mopc.umb.edu;

2. MOPC Grant Program Internship:
Unpaid position for 8-10 hours per week for 12-14 weeks, in conjunction with MA Community Mediation Center
Grant Program administered by MOPC pursuant to G.L. Ch.75, s.47; provides operational funding to 13 qualified
centers providing conflict resolution services to courts, schools, families, businesses and local governments across
the state.

Location: MA Office of Public Collaboration, UMass Boston, McCormack Building, 1st Floor, Room 627, and
working remotely.

Internship tasks
• Compile and analyze data collected by MOPC from grant-funded centers to illustrate strength of center
compliance with 12-point model qualification standards.
• Assist with preparation of report or article illustrating center operations and infrastructure across system.
• Work with MOPC to design and develop outreach/educational and marketing materials reflecting the joint
missions of MOPC and centers to raise awareness and attract investment from sponsors, funders,
legislators, public officials, media and the general public.

Qualifications
• Interest and/or experience in community mediation and program design/administration
• Excellent writing, editing and communication skills.
• Graphic design and video making skills/experience preferred

To apply, email cover letter and resume to:
Rosalind A. Cresswell, Community Mediation Program Manager; Rosalind.Cresswell@umb.edu
Massachusetts Office of Public Collaboration (MOPC); www.mopc.umb.edu;

9/1/15
3. MOPC Community Mediation Center Internship

Unpaid positions for 4-40 hours per week for one semester or longer depending on student interest. The non-profit Centers, located throughout the state, provide a variety of conflict resolution services to their local communities and are seeking interns to perform programmatic work and observe mediations and trainings as experience and caseload allows.

Location: Some opportunities to work remotely exist but Centers are located in Pittsfield, Cambridge, Brockton, Lowell, Vineyard Haven, Framingham, Beverly, Greenfield.

Internship tasks:

List #1:
- Client intake interviews and Case scheduling
- Case follow up and evaluation
- Assist with Presentations/Training
- Communicate/Promote Center's Services
- Research, identify and reach out to new potential clients
- Observe Mediations (opportunities limited)
- Participate in Mediation training
- Co-mediate (opportunities limited)

List #2:
- Social Media (experience preferred)
- Develop Materials
- Event planning
- Fundraising
- General - non-profit administration
- Maintaining files/data (computer competency required)

Qualifications:
- For List #1 tasks, students are required or preferred to have been trained for at least 30 hours (to meet MA Trial Court minimum standards) in mediation and have experience as a mediator
- For List #2 tasks, students are not required to have had mediation training or experience
- All students should be excellent at oral and written communication and be skilled at using standard computer software

To apply, email cover letter and resume to:
Rosalind A. Cresswell, Community Mediation Program Manager; Rosalind.Cresswell@umb.edu
Massachusetts Office of Public Collaboration (MOPC); www.mopc.umb.edu;