

Invitation to Submit an Application to Join the Alberta Civil Claims Mediation Program

The Alberta Civil Claims Mediation Program is pleased to invite applications from interested mediators for the Civil Claims Mediation rosters across the province. Parties involved in Alberta Court of Justice civil lawsuits (up to \$100,000) are required to attend mandatory mediation if their file is determined by our Coordinators to meet the established criteria. The mediation process offers an opportunity for parties to try to resolve their conflicts, often negating the need for a trial. While we do offer a limited number of in-person mediations in special circumstances in some locations (Edmonton, Calgary, and Red Deer), most mediations are conducted virtually with Zoom. We are seeking mediators who have the ability to apply non-evaluative mediation techniques and skills to help people resolve civil disputes; and who are experienced or willing to learn to mediate in a virtual environment.

SKILLS:

To become a member of the Civil Claims Mediation Program roster, you must possess:

- Excellent oral communication and interpersonal skills.
- Strong problem solving and organizational abilities.
- Strong sense of professionalism and ability to adhere to the program's code of ethics.
- Self-motivation, and ability to work closely with people who exhibit various communication and conflict styles.
- An understanding of the Mediation Rules of the Alberta Court of Justice-Civil Division, and related processes.
- Strong technology skills (Zoom, MSTeams, MSWord, Outlook, and SharePoint).

QUALIFICATIONS:

To be considered for the Civil Mediation Roster, mediators require a minimum of 80 hours of non-evaluative mediation training and 100 hours of additional mediation training for a total of 180 hours of mediation training, or a degree in conflict management; along with experience conducting non-evaluative mediations.

Combinations of equivalencies and experience may be considered on a case-by-case basis, and you may be asked to provide additional detailed information to support your qualifications (transcripts, course description/syllabi, etc.).

NOTES:

Candidates who are invited to an interview will be required to participate in a “mock mediation” as part of the interview process. Successful candidates will undergo security screening, and are required to participate in an orientation session, training in program processes and procedures, and an unpaid mentorship period. The training period requires candidates to participate in up to 30 hours of advanced skill development between November 2026 and January 2027. The mentorship period requires candidates to participate in a minimum of 10 unpaid civil mediation sessions with an experienced mediation mentor (can be completed over six to eight months). Following the mentorship period, successful candidates will receive an honorarium of \$150 per co-mediation session.

We welcome applications from previous applicants.

HOW TO APPLY:

The application process is web-based. Please click on this link to provide information and upload your resume: <https://bttr.im/mlmns>

Please note that you must answer the questions and upload your resume from your computer when you login as your application can't be saved to complete later.

Applications will be accepted until Friday, September 25 at 4:00pm.

Only those candidates selected for an interview will be notified.