



Family Mediation Canada  
Médiation Familiale Canada

### **Expression of Interest**

#### **Registrar: Family Relations and Comprehensive Family Certification**

Family Mediation Canada is inviting applications for the contract position of FMC Registrar: Family Relations and Comprehensive Family Certification

#### **Nature of the Position:**

The Registrar will support candidates applying for certification as either a Family Relations Mediator or a Comprehensive Family Mediator with FMC and will report directly to the Chair, FMC Certification Committee.

This is an FMC contract position working on an “as needed” basis. The successful candidate may work from their home office, anywhere in Canada.

#### **Responsibilities include:**

- Answering questions from persons interested in the certification program and giving guidance and/or information about the program.
- Accepting and reviewing applications for certification in a timely manner to ensure that applications are complete and comply fully with FMC standards.
- Coordinating assessments, exams and reports.
- Maintaining candidate and FMC assessment records and reports,
- Providing information to candidates seeking certification upgrades or re-certification.
- Providing services related to de-certification.
- Being trained as an FMC certification assessor and conducting assessments as required.
- The successful candidate must be prepared to participate as a member of the FMC Certification Committee, in an ex-officio position

#### **Qualifications:**

- Certified by FMC as a Comprehensive Family Mediator for at least 5 years; and
- Knowledge and experience in the practices and principles of mentoring, training, and evaluation.

#### **Application Process:**

A letter addressing the qualifications listed above must be provided in writing, along with a current resume with contact information, a summary of relevant knowledge and work experience) and the names and contact information for two professional references.

Applicants must be received no later than 4:00 p.m. (PST) on Friday, March 26, 2021.

Applications must be sent by email. Applications will be acknowledged upon receipt; it is the applicant’s responsibility to ensure delivery.

Apply to: Chair, Certification Committee  
**Family Mediation Canada/Médiation Familiale Canada**  
778-674-4FMC or 778-674-4362 Toll free: 1-877-269-2970  
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