



COUNCIL ON SOCIAL WORK EDUCATION

JOB ANNOUNCEMENT

JOB TITLE: Manager, Member Engagement and Professional Development

REPORTS TO: Vice President of Education

EFFECTIVE DATE: January 2020

POSITION SUMMARY

The Manager, Member Engagement and Development is responsible for strategic development and implementation of initiatives that connect CSWE members with the organization and each other, and grow their careers through professional development, presentation, and service opportunities. Member engagement and development initiatives include online learning programming and training in the CSWE Learning Academy, continuing education and CE management, APM programming and track engagement, and other projects through the Education Division. You will be charged to create a suite of tools and services that will support social work programs and individual members throughout their career.

You will be expected to communicate regularly in writing and through meetings and presentations with social work education stakeholders, including CSWE governance groups, faculty, field directors, students, and other social work education stakeholders. Also in the role of Manager, Member Engagement and Professional Development, you will work closely with others in the Education Division on the strategic planning and marketing of the CSWE Learning Academy, trainings and related products.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include coordination of education offerings for CSWE individual and program members including the CSWE Learning Academy activities, managing continuing education (CE) certificate processes for education initiatives and Annual Program Meeting (APM) and other education events and assisting with grant and contract-funded projects within the Education Division.

Learning Academy

- Manage the Learning Academy programs, which entails working with staff, speakers and volunteers to develop programs including an online training, events, supporting

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curriculum materials, and assessment components, coordinating with the marketing manager to promote the training, setting up registration, and providing technical support throughout events

- Provide oversight of the platform and programming, including monitoring of active products, polls, and other features
- Work closely with others in the Education Division on strategic planning and timeline for Learning Academy events
- Assist with maintaining annual Learning Academy budget and budget projections each year
- Work with platform provider to implement system improvements and updates and address problems

Continuing Education

- Maintain CSWE's provider approval status through the Association of Social Work Board's Approved Continuing Education (ACE) program, including submitting materials for recertification
- Ensure that CSWE follows all requirements for offering CEs for any education offerings, including data collection, attendance-tracking, and issuance of certificates

APM Tracks

- Develop and implements track chair engagement, recognition, and communication strategies
- Work with the CCFD in recruitment of CSWE members to serve as APM proposal reviewers; assists with selection and assignment as well.
- Identify means to recognize and promote the work of track chairs and co-chairs, proposal reviewers, and accepted presenters.

Preconference Events

- Manage CSWE's portfolio of preconference events, including organizing session programs, developing calls for proposals, coordinating meeting logistics, and securing and coordinating with speakers
- Coordinate with marketing and communications department to promote events; manage web content for events

OTHER DUTIES

Other Education Initiatives

- Serve as staff liaison to the Commission for Membership and Professional Development and the Council on Conferences and Faculty Development
- Network with members and identify champions for programmatic engagement
- Contribute member focused items to e- newsletter and social media
- Review education content for APM to consider quality, interest to members, and strength of relationship to the APM theme
- Support other projects in the Education Division, such as coordinating online and in-person meeting and training events, assisting with writing grant proposals, and writing reports and Full Circle articles on project events and updates

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QUALIFICATIONS, KNOWLEDGE, SKILLS

- Minimum of a master's degree, preferably in social work, communication, or education
- Intermediate to advanced skills in MS Office software (Word, Excel, PowerPoint, and Outlook)
- Exceptional writing, editing, and proofreading skills
- Strong organizational skills and attention to detail
- High level of initiative and ability to multitask
- Excellent interpersonal and communication skills
- Experience setting up and running Web-based meetings and online programs through a learning management system
- Experience with certification or continuing education programs desirable.
- Prefer 4-5 years of experience, preferably in a nonprofit or social services environment
- Prefer experience in website maintenance and HTML

ADA SPECIFICATIONS

This position is primarily sedentary and is performed in an office setting. The physical demands of this position include use of a computer, telephone and standard office equipment; and to carry articles used in program activities. Occasional travel within the United States may be necessary. To be qualified, you must have the requisite skills, experience and education for the job and must also be able to perform the essential functions of the job, with or without reasonable accommodation. The Council on Social Work Education provides reasonable accommodations to applicants upon request.

Application Instructions:

- Please email your resume and cover letter to jobs@cswe.org
- When submitting your application via email, please title the subject line "CSWE Member Engagement"
- Please title all attachments using the following format: "last name, first initial_ document name CSWE" (ex. Doe, J_Resume CSWE or Doe, J_Cover Letter CSWE)

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