



COUNCIL ON SOCIAL WORK EDUCATION

JOB ANNOUNCEMENT

JOB TITLE: Program Associate- Centers & Initiatives

STATUS: Full Time

DEPARTMENT: Education Initiatives and Research

REPORTS TO: Director of Educational Initiatives & Research

EFFECTIVE DATE: March 2020

POSITION SUMMARY

In this position, you'll support the preparation of social work graduates who can practice effectively in an increasingly diverse and global practice environment by providing the programmatic and functional support in the development and implementation of CSWE's Centers and initiatives. Current Centers include the Katherine A. Kendall Institute on International Social Work Education (KAKI) and the Center for Diversity and Social & Economic Justice. As the CSWE staff liaison, you will work in partnership with the Center's Advisory Boards, Directors, and related governance groups to set priorities and goals, identify initiatives and respond to emerging trends. Additionally, you'll will support strategic initiatives on critical issues facing social work education. You'll work in concert with all other CSWE departments, ensuring that programming aligns with other initiatives and the strategic plan of CSWE and the centers.

Duties include the following, as well as other duties and special projects may be assigned as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with the Director of the Diversity Center on center initiatives
- Facilitate Advisory Boards, initiatives, and relevant Commission and Councils meetings
- Provide ongoing support to projects that address changing areas of practice,
- Plan and manage events for centers & initiatives
- Convene steering committees or task forces on critical issues facing social work education

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This is a grant funded position and is renewable on an annual basis.

- Serve as staff liaison for the Commission on Global Social Work Education and its affiliated Councils.
- Project management for the Social Work Healthcare Education and Leadership Scholars (HEALS) program in collaboration with the National Association of Social Workers.
- Assist in the development and implementation of center products and initiatives
- Facilitate the awards and lecture process for the centers and Commission events at the Annual Program Meeting
- Develop content for marketing channels—print collateral, email, website, etc.
- Compile and submit programmatic reports
- Manage Katherine A. Kendall Institute grant program including request for proposals, review process, issuing grant agreement, and tracking grantee reports
- Maintain center budgets and monitor expenses and revenue
- Coordinate and compile the regional Global Agenda report
- Collaborate and develop partnerships with relevant organizations including international social work bodies
- Provide ongoing support to projects that address changing areas of practice,

QUALIFICATIONS, KNOWLEDGE, SKILLS

- Master's Degree (MSW preferred) and at least two (2) years relevant experience
- Knowledge or experience in social work or social work education, particularly in international and diversity issues
- Fluency with MS Office and e-mail applications, comfortable using variety of software application
- Successful track record in a membership organization, collaborative teams, or higher education
- Proven ability to work collaboratively with diverse volunteers and volunteer groups
- Excellent organizational skills and ability to handle multiple project simultaneously

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 1 – 2 times per year. 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.

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Application Instructions:

- Please email your resume and cover letter to jobs@cswe.org
 - Please communicate your salary requirements in your email
 - When submitting your application via email, please title the subject line “CSWE C & I Program Associate”
 - 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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