


Job Title	Chapter Services Coordinator
Employer/ Agency	Founded in 1955, the National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with more than 120,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.
Job Description	<p><u>I. MAJOR FUNCTIONS:</u> Under the strategic direction of the Chapter Executive Director (ED) and the Director of Member Engagement (DME), the Chapter Services Coordinator. (CSC) works to engage with members and to support the administrative function of the Texas (TX) and Louisiana (LA) Chapters. The CSC works closely with the other chapter staff to achieve operational goals: drafting and issuing the newsletter and social media content, assisting with elections, facilitating chapter webinars through pre-planning meetings and hosting events, onboarding and sustaining volunteer leadership and other tasks as assigned.</p> <p><u>II. BASIC DUTIES AND RESPONSIBILITIES:</u></p> <ul style="list-style-type: none"> • Produces the monthly chapter newsletters • Develops social media content highlighting professional development opportunities and membership benefits at the chapters • Oversees the social media schedule for the chapters • Manages and maintains all chapter rosters and listservs • Facilitates all continuing education webinars for the Texas and Louisiana Chapters • Coordinates and hosts Monthly Branch and Region Leader meetings • Through collaboration with the Manager of Administration (MA), coordinates the logistics of the annual Texas and Louisiana chapter elections process with an emphasis on updating webpages, creating social media, and recruiting volunteer leadership • Develops and executes strategies to recruit members to vacant elected leadership positions on an ongoing basis for the Texas and Louisiana Chapters; partners with the NLIC and CCNLI Chairs to support leadership election procedure and promotion • Supports the annual NASW Texas Sandra Lopez Leadership Institute (SLLI) and NASW Louisiana New Leaders Training • Processes CEU applications and distributes certificates for NASW Texas • Manages NASW-TX CE Broker Account • Assists with the planning of the NASW Texas Social Work Advocacy Day (SWAD) and helps coordinate the NASW Louisiana Lobby Day with lobbyists and the Director of Member Engagement • Provides administrative support for the annual NASW Texas and NASW Louisiana Conferences
Qualifications	<p>Skills:</p> <ul style="list-style-type: none"> • Strong attention to detail and critical thinking skills • Excellent written and verbal communication abilities • Effective time management and prioritization skills • Skilled in planning, organizing, and overseeing diverse projects • Proven ability to build trust and maintain collaborative relationships

	<p>across teams</p> <ul style="list-style-type: none"> • Comfortable working independently in a fast-paced, hybrid or remote environment <p>Knowledge:</p> <ul style="list-style-type: none"> • Bachelor's degree preferred • Background in and/or knowledge of social work profession a plus • Proficient in Word, Canva, and other programs, and ability to learn new software <p>Experience:</p> <p>Minimum of two (2) years' administrative experience preferred</p>
Salary/Hours	Hourly \$23. This position is eligible for our benefits package which includes: Health Insurance, Paid Time Off, 401(k) retirement benefit, Paid Parental Leave and more.
City, State, Zip	Some travel throughout Texas and Louisiana should be anticipated, which will be covered by the chapter. Preference will be given to candidates who can come into the Austin Office. The position may be remote, hybrid and in-office. Expectations for coming in the office will be considered during the interview process.
Application Method	 <p>or at: https://jobs.dayforcehcm.com/en-US/nasw/CANDIDATEPORTAL/jobs/1339</p>
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.