

NATIONAL ASSOCIATION OF SOCIAL WORKERS, MA CHAPTER

JOB DESCRIPTION

The National Association of Social Workers, Massachusetts Chapter is seeking a highly motivated, dynamic, and creative part-time Membership and Inclusion Coordinator

ABOUT NASW-MA CHAPTER

The Massachusetts Chapter of NASW (NASW-MA) is the major professional social work organization in the state. NASW is committed to advancing social work practice and to promoting human rights, social and economic justice, and unimpeded access to services for all. NASW-MA Chapter's 6,500 members work in a broad range of settings, including: hospitals and other health care settings, community agencies, government, academia, business, nursing homes, schools, and private practice. NASW-MA Chapter is an equal opportunity employer and encourages diverse applicants.

TITLE: Membership and Inclusion Coordinator

POSITION STATUS: Part-Time, 15-18 hours/week

ISSUE DATE: March 1, 2018

MAJOR/ESSENTIAL FUNCTIONS:

The Membership and Inclusion Coordinator is responsible for coordinating Chapter recruitment and retention initiatives. This position is also responsible for coordinating and monitoring the racial justice component of the NASW-MA strategic plan.

BASIC RESPONSIBILITIES:

1. Develop, coordinate, and promote membership recruitment and retention initiatives in collaboration with executive director, marketing and events coordinator, communications director, and other staff. This includes overseeing outreach to lapsing members, coordinating welcome calls to new members and lapsing member calls with regional staff, and monthly standard email to lapsing members.
2. Promote student and newer professional activities including the Student Ambassador Program and coordinating with schools of social work for NASW's presence at student orientations and events.
3. Initiate surveys and conversations with schools of social work about recruitment opportunities.
4. Become familiar with NASW-MA Strategic Plan and devise a plan to implement racial justice work, including development of a Racial Justice Council, in coordination with executive director.
5. Occasionally submit articles for monthly newsletter and e-newsletter including Student Spotlight and other student/newer professional newsletter articles.
6. Support and help coordinate Racial Justice Council initiatives once formed.
7. Potential grant writing to support racial justice programming.

ESSENTIAL EXPERIENCE & SKILLS:

- 1 – 5 years of experience in community organizing, membership development, and/or coordination of equity, diversity, and inclusion initiatives
- Knowledge of successful recruitment and retention initiatives
- Knowledge of inclusion and diversity initiatives
- Demonstrated initiative
- Proven ability to empower volunteers
- Superb organizational skills with ability to balance several projects simultaneously
- Clear communicator with ability to write and speak convincingly
- Works well in a team, but can also work independently
- MSW or BSW preferred, but not required
- Access to transportation for occasional statewide travel

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