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JOB ANNOUNCEMENT

Associate Director

NASW-NYC is seeking a professional social worker with a minimum of an MSW and five years of social work related experience to serve as the Associate Director (AD). The AD will work with the executive director in the implementation of NASW-NYC's goals relating to programs and operations for the purpose of strengthening the social work profession in New York City and enhancing the capacity of the Chapter.

The AD will play a leading role in NASW-NYC's small and fast paced office, assuming responsibility for a range of programs and projects, including professional communications and oversight of selected staff, consultants and interns. In carrying out these responsibilities, the AD will also provide essential support and guidance to current and emerging Chapter leaders and members as they contribute to the overall mission of NASW.

Responsibilities will also involve participating in NASW-NYC's efforts to address public policies of concern to social work. The AD will be expected to develop and maintain knowledge in social work related matters, including professional licensing. Salary and benefits are competitive and will depend on experience.

Basic Functions:

1. Collaborate with the executive director in carrying out the objectives of the Chapter's strategic plan aimed at strengthening the social work workforce and development of a diverse membership.
2. Provide administrative oversight to a range of core programs, projects and activities.
3. Assume responsibility for profession oriented communications, with emphasis on newsletter as well as electronic media.
4. Communicate, verbally and in writing, with Chapter members, government officials, outside organizations, and the media.
5. Provide supervision and/or support to selected administrative staff, consultants, and interns.
6. Provide support to program committees and task forces.
7. Participate in policy analysis and advocacy relating to social work policies and practices.
8. Provide consultation to NASW members on social work related matters.

Salary Range: \$65,000 to \$80,000 with excellent benefits.

Essential Skills and Abilities

The following skills and abilities are necessary for success as the Associate Director:

- Proven ability as an administrator, with ability to manage projects and to supervise and coordinate staff, interns; capacity to identify objectives and to achieve outcomes.
- Strong communication skills, with ability to develop and edit news articles, detailed memos, brief position papers, and to represent the organization through public speaking.
- Skill in interpersonal relations and in facilitating task oriented groups or committees.
- Ability to work independently as well as in close collaboration with others, to be detail oriented, to simultaneously work on multiple tasks, and to meet deadlines.
- Strong conceptual and problem solving skills and commitment to continuous learning.
- Commitment to culturally competent practice and to the social work profession.
- Ability to work evenings as needed and selected weekends.

Knowledge

- Knowledge of approaches to organizational management.
- Knowledge of social work practice, programs, and professional issues.
- Familiarity with advocacy and public policy.

Experience

- MSW from a CSWE accredited school is required.
- Five years social work related experience with demonstrated expertise in administration, project management and supervision.
- Experience in working with volunteers to develop objectives and carry out activities.
- Experience in communicating with professional audiences, both verbally and in writing.

Please send resume with cover letter including salary history to [naswnyc @ naswnyc.org](mailto:naswnyc@naswnyc.org), subject: Associate Director Search; Microsoft Word attachments preferred. Or mail to: Associate Director Search, NASW, 50 Broadway, NY, NY 10004. NASW-NYC will begin reviewing applications in mid-April and continue to accept them until a candidate is selected. The projected start date is August 1, 2009. NASW-NYC is an affirmative action, equal opportunity employer.

April, 2009