

National Association of Social Workers California Chapter

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Part Time Membership Coordinator Position Description

The regional Membership Coordinator provides support to the NASW CA Membership program. The Coordinator assists in the implementation of the Chapter's overall Membership Strategy and Plan. The regional Membership Coordinator reports to the Chapter Executive Director and works closely with regional and local NASW volunteer leaders.

Job Duties

1. Engage in membership recruitment and retention activities such as member renewal calls, email and letter campaigns
2. Prepare, secure and deliver membership materials to NASW region, council, unit and other NASW leaders, as well as to schools, conferences and workshops that NASW is involved with.
3. Provide a NASW recruitment and retention presence at NASW region, council, unit events, as well as to schools, conferences and workshops.
4. Contribute to NASW communications such as news, social media, etc.
5. Other assignments as needed including preparation for the Chapter Elections and major Chapter events such as Lobby Days, Annual Conference and Continuing Education Fairs.

Qualifications

1. Membership in NASW
2. Degree in social work preferred or enrolled in a social work program
3. Experience with NASW either in leadership or as a participant in NASW activities and programs.
4. Experience with communications and technology.
5. Good presentation skills, verbal and writing skills

Compensation

1. Temporary part time position (no more than 20 hours per week), authorized expenses reimbursed
2. Some weekend and evening hours
3. Hourly salaried rate \$20.00 an hour. (No overtime) (No benefits)