

# NATIONAL ASSOCIATION OF SOCIAL WORKERS

## JOB DESCRIPTION STATEMENT

**TITLE:** Continuing Education (CE) Coordinator                      **POSITION STATUS:** Full-Time  
**UNIT:** Continuing Education    **ISSUE DATE:** August 14, 2018  
**DEPARTMENT:** NASW-NYS    **SUPERCEDES:** N/A  
**REPORTS TO:** Chapter Executive Director                              **PAY LEVEL:** N/A  
**FLSA STATUS:** Exempt

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### I. MAJOR FUNCTIONS:

The Continuing Education (CE) Coordinator is responsible for supporting NASW-NYS by identifying, vetting, and overseeing all aspects of its continuing education programming. NASW-NYS currently offers more than 120 programs per year, including webinars and in-person events.

NASW-NYS also hosts an annual conference and six to eight large, grant-funded, regional conferences each year.

The CE Coordinator will also serve as the primary point of contact for the Program Committee of the Board of Directors.

The CE Coordinator works closely with the Executive Director, other staff, and Chapter leaders in all phases of planning and implementing the CE offerings, as well as facilitating on-going contact with educators and trainers and the social workers who will participate in the programs.

### II. BASIC DUTIES AND RESPONSIBILITIES:

1. Manages and implements programs related New York State's mandate regarding continuing education for Social Workers.
2. Liaises between the Chapter and presenters, potential presenters, and other stakeholders.
3. Identifies and recruits program presenters.
4. Reviews all program proposals for compliance with NYSED requirements and Chapter goals.
5. Creates and coordinates conference programming, free-standing workshops, and webinars.
6. Facilitates the efforts of Chapter staff, elected leaders and volunteers in planning the continuing education program and assures compliance with regulatory and budgetary requirements.

7. Creates a workplan, checklists, and timelines for carrying out all activities pertaining to implementation of all CE offerings.
8. Convenes and works with Chapter staff, planning committee and advisory network to identify continuing education themes, outreach to speakers or trainers.
9. Prepares and executes a Call for Proposals which assists in creating workshop themes.
10. Works with the Communications Director and Executive Director to develop and implement an outreach/marketing plan to maximize participation in the program offerings, including the creation of a brochure and other announcements, collecting workshop descriptions, editing, and working with graphics production staff, as well as utilizing electronic (website/e-mail) and paper communications to social workers within and outside of the NASW membership.
11. Writes, edits, and coordinates the development of course descriptions, promotional materials, educational materials, training manuals, newsletters, and/or brochures, as appropriate.
12. Creates, coordinates, and processes all aspects of Registration for the different kinds of CE offerings – including paper, phone, and web registration.
13. Interfaces with chapter accountant and other staff as it pertains to income and expenses for CE programming, such as payments from attendees in the form of registration, costs of venue rental and supplies needed for the various CE offerings.
14. Coordinates workshops and conference space(s) by being the main contact with location venues, visiting potential spaces, and processing and maintaining agreements necessary to holding a CE event.
15. Ensures compliance with regulations, including (but not limited to) creating and keeping detailed records of: attendee certificates; workshop information; evaluations; presenter syllabi; and workshop objectives.
16. Provides oversight of all Web-based CE, including content of CE courses, securing trainer/instructors, trouble-shooting, etc.
17. Evaluates all program offerings.
18. Collect and analyze data regarding program participation.
19. Coordinate the uploading and formatting of programs to InReach, the National CE platform.
20. Produce monthly reports for the Executive Director and quarterly reports for the Board of Directors.
21. All other duties as assigned by the Executive Director.

### **III. MINIMUM WORK REQUIREMENTS:**

#### **Skills:**

1. Excellent verbal and written communications skills, including the ability to effectively communicate and make presentations to a wide variety of audiences.
2. Ability to lead and collaborate in a complex environment with multiple competing priorities.
3. Ability to manage time effectively while handling a complex and diverse workload.
4. Ability to plan, organize, and manage a wide array of business related services.

5. Ability to establish and maintain cooperative business relationships and to build credibility and trust throughout the organization.
6. Strong problem identification skills, including the ability to problem solve and generate creative solutions, exercise common sense and sound judgment, and make effective decisions based on accurate and timely analyses.
7. Detailed-oriented and ability to think critically.
8. Ability to lift 50 pounds.
9. Ability to work evenings and weekends.
10. Ability to travel independently and alone to regional trainings/programs.
11. Fluency in Spanish a plus.

**Knowledge:**

1. MSW degree in Social Work or a related field.
2. LMSW or LCSW preferred.
3. Knowledge of continuing education programming and compliance with regulatory requirements will be advantageous for this position.
4. Comprehensive understanding of entire MS Office Suite and GoToWebinar.
5. Thorough understanding of the New York State Education Departments regulations and rules regarding continuing education and licensure for social workers.

**Experience:**

1. Minimum of 3-5 years of related work experience, preferably at a professional association and/or nonprofit setting with multiple state chapters.
2. Minimum of 3-years' experience and responsibility for organizing events or similar activities.

**IV. ATTRIBUTES**

1. **Results driven:** This individual sees the big picture, assists with the development and monitoring of key performance metrics to produce the desired results.
2. **Strong business acumen:** This individual sees opportunities and emerging trends, and is knowledgeable about the operations, unique needs, and goals specific to member-driven, not-for-profit organizations.
3. **Firm and fair leadership:** This individual will work with a wide range of staff, colleagues, and members, requiring a firm, fair, and flexible style that both complements the efforts and supports the needs of others.
4. **Partnership:** This individual is able to build trust internally and externally and must be viewed as highly professional, discreet, and accountable.
5. **Organizational agility:** This individual has a thoughtful, respectful communication style that fosters an open environment, enabling thought-provoking discussions and collaborative decision making.

6. **Perceptive:** This individual is creative and intuitively recognizes opportunities and takes appropriate action.

**Individuals interested in applying for this position should submit a cover letter, résumé, and writing sample (10-page max) to [showell.naswnys@socialworkers.org](mailto:showell.naswnys@socialworkers.org). Applications will be accepted until position is filled.**

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This document describes general job duties and responsibilities. It is not a complete listing of job duties. Further clarification should be obtained from the supervisor listed above (e.g. Work plans, performance standards, task lists etc.). Incumbents may be required to perform tasks related to these duties. Major changes in job duties should be incorporated in this description.