

NASW OREGON CHAPTER JOB DESCRIPTION

Title: Program Coordinator

Chapter: Oregon

Issue Date: 1/9/01 Revised 6/6/07

Salary range: \$20,280 – \$28,829/year .75 FTE

Supervisor: Executive Director

Status: Exempt

I. Major Function: Provides coordination of and administrative support for the following Chapter programs and services: Continuing Education; NASW Sponsored Workshops; Statewide Conference; Member Support Services. Provides office management support. Helps coordinate the annual Leadership Retreat.

II. Basic Duties and Responsibilities

A. Continuing Education

- Coordinates and facilitates the CEU process in accordance with policies set forth by the CEU committee and Board of Directors.
- Responds to all inquiries related to the CEU process.
- Tracks CEU applications received, status in process, and fees. Sends material to sponsors for approved applications.
- Provides summary of application activity at fiscal year end to Executive Director.
- Make recommendations to CEU committee and Executive Director for improvements to CEU procedures.
- Communicates with sponsors and CE committee regarding status of applications
- Respond to State Licensing Board inquiries on CE verifications for LCSW's.
- Attends CE committee meetings as needed.
- Coordinates with Administrative Assistant to list CE approved workshops on website.
- Maintains CE database; tracks and sends out billing for outstanding revenue.

B. NASW Sponsored Workshops / Statewide Conference

- Facilitates processes necessary for organized and efficient delivery of NASW sponsored workshops and statewide conference.
- Coordinates marketing efforts via emails and mailings to membership for workshops and statewide conference.
- Maintains registration database for NASW sponsored workshops and statewide conference, including sending confirmations to registered participants.
- Assists in securing and coordinating with sponsors and exhibitors of NASW sponsored workshops and statewide conference.
- Provides support and instruction to volunteers coordinating workshops.
- Facilitates payment to workshop presenters upon completion.

- Provides data on revenue and expenses of individual workshops to Executive Director.
- Provides data on evaluation summary of individual workshops and statewide conference to Executive Director.
- Attends Events and Conference Planning Committee meetings as needed.

C. Member Services

- Respond to general inquiries from members.
- Respond to non-member inquiries in effort to encourage new memberships.

D. Office Management

- Receive checks and cash.
- Prepare and make bank deposits.
- Answer phones and route calls as needed.
- Route mail, email, faxes as needed.
- Order office supplies as needed
- Assists Executive Director as needed.
- Attends tenants meetings at Multnomah Arts Center and updates Executive Director.

E. Other

- Performs additional duties and responsibilities as required.

III. Working Relationships

In the process of fulfilling the responsibilities as outlined above, the Program Coordinator will:

- Maintain open communication with Executive Director regarding needs of Chapter office, membership, and Board of Directors.
- Communicate with volunteer leaders, staff from other chapters, and National staff to promote and improve the operations of the Chapter.

IV. Minimum Work Requirements

Knowledge

- BSW preferred.
- Knowledge of general office procedures.
- Awareness of associate policies, procedures, and operations.
- Awareness of professional social work issues.

Experience

- Minimum of two year experience in program management or related area.
- Prefer experience in program development and fundraising.

Skills and Abilities

- Excellent verbal and written communication skills
- Demonstrated ability to successful work on and meet deadlines of several tasks/project simultaneously
- Excellent problem solving skills
- Ability to work autonomously
- Ability to take initiative
- Experience in Microsoft Word, Access Database, Excel
- Strong organizational skills
- Tact, courtesy, and helpfulness in dealing with the general public and members
- Experience in operating general office equipment including copier, fax, and email, Internet.