



COUNCIL ON SOCIAL WORK EDUCATION

## JOB AD

**JOB TITLE:** Program Associate, Minority Fellowship Program  
**REPORTS TO:** Associate Director, Minority Fellowship Program  
**OFFICE:** Minority Fellowship Program

**EFFECTIVE:** August 2020

### POSITION SUMMARY

In this position, you'll work with the Minority Fellowship Program (MFP) to support the preparation of social work master's and doctoral students committed to careers in addressing the behavioral health needs of the MFP's target populations. Funded by the Substance Abuse and Mental Health Services Administration (SAMHSA), a unit of the U.S. Department of Health and Human Services, the MFP provides stipends, training and mentoring to social work master's and doctoral students. The successful applicant will work in partnership with other members of the MFP team to administer the program. You'll work in concert with all other CSWE departments to ensure the successful implementation of the program, in addition to ensuring that programming aligns with other initiatives and the CSWE strategic plan

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop content for marketing channels, including monthly newsletter, emails, website updates and social media
- Maintains the fellowship's online application, renewal, and review system (i.e. SurveyMonkey Apply)
- Compile and submit stipend and reimbursement requests
- Collaborate with Operations and Meetings staff on MFP events
- Works with the MFP staff and CSWE's IT/Communications and Marketing staff to update and maintain MFP webpages on the CSWE website
- Collaborate with MFP staff on program initiatives
- Support relevant program meetings with fellows and volunteers
- Assist in the development and implementation of MFP programming
- Support MFP staff in the collection and reporting of monitoring and evaluation data
- Collaborate with MFP grantee organizations and social work partners
- Other duties as assigned

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS**

- Master's Degree in social work or related field and at least two (2) years relevant experience
- Knowledge or experience in social work or social work education, particularly as it relates to behavioral health issues among racial/ethnic minoritized groups
- Proficiency with Microsoft Office applications, including Word, Excel and Outlook. comfortable using variety of software application
- Experience managing an online application system, such as SurveyMonkey APPLY.
- Successful track record in a membership organization, collaborative teams, or higher education
- Proven ability to communicate and collaborate OR Demonstrated excellent interpersonal skills with students and faculty from diverse backgrounds
- Excellent organizational skills and ability to handle multiple projects simultaneously
- Strong written and oral communication skills
- Ability to travel regionally and domestically 1-2 times per year.

## **ADA SPECIFICATIONS**

- May be required to use computer screen for extensive periods of time.
- Occasional lifting of 15 to 20 lbs.
- Extended working hours and travel may be necessary.
- This position is primarily sedentary and is performed in an office setting. The physical demands of this position include use of a computer, telephone and standard office equipment and to carry articles used in program activities.
- To be qualified, you must have the requisite skills, experience and education for the job and must also be able to perform the essential functions of the job, with or without reasonable accommodation. The Council on Social Work Education provides reasonable accommodations to applicants upon request.

## **Application Instructions:**

- Please email your resume and cover letter to [jobs@cswe.org](mailto:jobs@cswe.org)
- Please communicate your salary requirements in your email
- When submitting your application via email, please title the subject line "CSWE MFP Program Associate"
- Please title all attachments using the following format: "last name, first initial\_ document name CSWE" (ex. Doe, J\_Resume CSWE or Doe, J\_Cover Letter CSWE)

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