

Job Title	International Program Coordinator/Program Associate
Employer/ Agency	COUNCIL ON SOCIAL WORK EDUCATION
Job Description	<p>This position will serve as program associate to the Educational Initiatives and Research department and as the program coordinator for the Katherine A. Kendall Institute on International Social Work Education</p> <p>Program Associate: This position will provide key research and programmatic support to the Educational Initiatives and Research department. The incumbent will serve as the primary staff liaison to the National Nominating Committee (NNC): advising the NNC, coordinating the election schedule, ensuring compliance with the bylaws and procedures, communicating with nominees, and announcing results. The incumbent will also assist in writing funding proposals related to the CSWE mission and in the administration of programmatic activities for funded grant projects. Position will support the research initiatives of CSWE stakeholders, such as the Board of Directors, commissions and councils, and CSWE departments, among others. The incumbent will assist in research activities including, performing literature searches and reviews, designing surveys, collecting data, cleaning data, analyzing data, and writing reports and presentations.</p> <p>Program Coordinator: This position will be responsible for providing the programmatic and functional support in the development and implementation of the Katherine A. Kendall Institute on International Social Work Education (KAKI). Incumbent will assist in identifying program funds, which includes preparing grant and funding applications and proposals and development of related materials. Incumbent will communicate with CSWE members and other stakeholders about the activities of the KAKI through means such as presentations, e-mails, web content, newsletter articles, and reports. The incumbent will represent KAKI in meetings, presentations, and events. This position will serve as a staff liaison and will provide</p>

advice and administrative support to the KAKI Advisory Board as well as the Commission on Global Social Work Education and its councils. The incumbent will provide research and programmatic support to the Advisory Board, Commission, and councils as necessary. The position will also be responsible for maintaining the KAKI section of the CSWE website and supporting ongoing development of international-related education materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assisting in the development and implementation of the KAKI products and initiatives within the global social work education community
- Developing, updating, and maintaining databases and filing systems related to activities of the KAKI
- Providing staff support to the KAKI Advisory Board, the Commission on Global Social Work Education, and its councils
- Supporting the National Nominating Committee and annual election cycle
- Researching, gathering, and analyzing primary data through a variety of methods, including surveys, and online resources
- Reviewing appropriate secondary data and provides analysis of findings and providing accuracy of findings through cite-checking of relevant publications, studies, and other sources
- Communicating with CSWE members and other stakeholders in presentations and/or publications
- Identifying and pursuing related program funding opportunities, generally as well as specifically for the KAKI
- Assisting in preparation of grant and funding applications/proposals
- Compiling and submitting programmatic reports
- Performing other duties as assigned and directed by Associate Director for Educational Initiatives and Research

Qualifications

- Minimum of a Master’s Degree (MSW preferred) or doctoral candidacy and at least two (2) years relevant experience

	<ul style="list-style-type: none"> • Knowledge or experience in international social work or social work education • Research and analytical skills and familiarity with research methods • Demonstrated working knowledge or direct experience in grant and proposal writing • Excellent verbal and written communications skills • Excellent organizational skills and ability to handle multiple projects simultaneously • Superb attention to detail and accuracy • Development knowledge and experience requesting funds from funders • Fluency with basic computer applications with proficiencies in all components of MS Office • Statistical software experience, SPSS highly preferred • Excellent web skills; experience with web-based surveys a plus • Ability to travel 1-2 times per year • Knowledge of other foreign languages preferred
Salary/Hours	Exempt
Employer/Agency	COUNCIL ON SOCIAL WORK EDUCATION
Address	
City, State, Zip	
Contact Person	
Contact Title	
Telephone Number	Phone calls accepted at +1.703.519.2055
Fax Number	FAX: +1.703.683.8099
Email Address	jobs@cswe.org
Application Method	To apply for these career opportunities at CSWE, please submit a cover letter of interest, resume, and salary requirements to Human Resources, CSWE, 1701 Duke Street, Suite 200, Alexandria, VA 22314, FAX: +1.703.683.8099 or jobs@cswe.org .
Opening Date	

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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