

**ALBERTA COLLEGE OF SOCIAL WORKERS
Membership Activities Coordinator**

Engage your passion for leadership and the profession of Social Work!

Join the Alberta College of Social Workers (ACSW) team in working to foster an active and engaged professional body for Social Workers in the Province of Alberta! The Membership Activities Coordinator provides leadership and coordination to support the activities of a wide network of ACSW interest groups, area coordinators and committees. In this role you will:

- Provide membership support services to Registered Social Workers and to members of the public.
- Liaise with internal and external committees by actively attending and providing support to committees including Children's Issues, Social Action/ Social Justice, International, Social Workers in Health, Gerontological and others.
- Provide leadership to facilitate and coordinate services for Area Coordinators including active attendance at Area Coordinator meetings, holiday events, and Category A Workshops and Social Work Week activities.
- Assist with planning and coordination of the ACSW Annual Conference.
- Provide Assistance to support external committees and partners of ACSW.
- Represent ACSW in presentations, learning and promotional events and membership engagement initiatives.
- Lead projects, initiatives or committees to support the goals of the ACSW strategic plan

The Membership Activities Coordinator reports to the Manager, Professional Practice Support. Variable hours of work with evening and weekend work as well as occasional travel throughout assigned areas of Alberta are required to meet the objectives of this role.

Knowledge and Skills for success in this role:

- Registered Social Worker with minimum BSW (MSW preferred) and 5 years related experience
- Excellent interpersonal, verbal and written communication skills
- Project management, leadership, consulting and facilitation skills
- Knowledge and ability to apply strengths and collaborative practice approaches
- Knowledge of community and group development
- Proficiency with electronic office equipment, computer, electronic communication and Microsoft Office Suite

Salary: Commensurate with experience. In addition to salary, ACSW offers comprehensive benefits package including pension supplement following probationary period.

Closing Date for Applications: January 5, 2018

- For questions about this opportunity, please contact Lynn King 780-421-1167
- Email Applications preferred. To apply please send your cover letter and resume to Executive Director & Registrar, Lynn L. King via E-mail: acswexd@acsw.ab.ca
- We thank all applicants for their interest. Please note that only candidates selected for an interview will be contacted.