

Membership Activities Coordinator

Main Purpose

The Membership Activities Coordinator provides leadership and coordination to support activities and projects for a wide network of ACSW interest groups, area coordinators and committees. The activities for this role promote the profession of social work and encourage an active and engaged membership body in Alberta.

Key Responsibilities

1. Provide membership support services

- Respond to walk ins, phone calls and e-mails regarding questions and issues related to social work and/or professional membership
- Deliver ad hoc presentations or workshops to groups (i.e. student orientations, groups in various fields of practice of social work and the general public)
- Assist with screening information for membership and advocacy areas on website and requests for information distribution to social workers
- Assist with development and maintenance of ACSW social media sites

2. Liaise with internal and external committees of ACSW

- Actively attend and provide support to assigned committees and groups
- Facilitate and coordinate Services for Area Coordinators including: active attendance at area coordinator meetings throughout the province, Annual Area Coordinator Retreat, Holiday Events, Workshops and Social Work Week Activities
- Work closely with the Manager, Professional Practice Support to lead the planning and coordination of the ACSW Annual Conference
- Provide assistance and support to external committees and partners of ACSW as requested

3. Lead projects, initiatives or committees to support ACSW operational goals.

- Act as project manager and staff liaison for assigned projects
- Contribute as a team member in staff meetings
- Represent ACSW in presentations, learning and promotional events or other duties as assigned
- participate in financial forecasting for projects as needed

Reporting and Accountability

The Membership Activities Coordinator reports to the Manager, Professional Practice Support.

Knowledge and Skills Required

- Registered Social Worker with minimum BSW (MSW preferred) and 5 years related experience
- Excellent interpersonal, verbal and written communication skills
- Project management skills
- Leadership and facilitation skills
- Knowledge of community development, teams and collaborative practice approaches an asset
- Familiarity with the Alberta College of Social Workers mandate and programs

Key Performance Criteria

- Committee meetings and events attended and results recorded
- Positive member feedback
- Projects and activities are tracked (e.g. project management tools, procedures documented, schedules, meeting minutes etc) and timelines are met

Work Environment

- Travel throughout Alberta is required for this position
- Hours of work are variable with evening and weekend work required
- Works with social workers, support staff, public, other professionals

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