

Executive Director National Association of Social Workers, Nevada Chapter

The NASW, Nevada Chapter, with a membership of nearly 700, is seeking an executive director with a solid knowledge of social work values and strong organizational and communication skills.

Qualifications:

- Ability to give direction to--and provide supervision of--continuing education programs, professional development, and legislative efforts relevant to the membership and the social work profession
- Strong budget management skills
- Minimum of three years of supervisory and/or administrative experience
- Advanced computer literacy (website maintenance, dexterity with using social media, etc.)
- Experience working with professional organizations and Boards
- Commitment to--and ability to effectively articulate--social work values and issues, including social justice
- Media relations and public speaking skills
- Excellent customer service skills, including responding promptly and professionally to inquiries from the membership, community groups, elected officials, etc.
- Good time management skills, including ability to complete assigned tasks within the designated time frame
- Knowledge, skills and an understanding of the legislative process with a focus on Nevada.

Education:

MSW or related Bachelors or Master Degree in a related area preferred, and three – five years of administrative experience.

Location:

Position is based in Las Vegas; travel is required to other Nevada communities.

Salary:

Starting salary range is \$50-55k plus benefits.

Application deadline:

January 18, 2012

Send cover letter addressing above qualifications and resume to:

naswdc@googlegroups.com

NASW, Nevada is an equal opportunity employer.