

Date Posted: 01/06/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title:	Executive Director
Employer/Agency:	National Association of Social Workers, Nevada Chapter
Job Description:	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:	<ul style="list-style-type: none">• 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 <p>Knowledge, skills and an understanding of the legislative process with a focus on Nevada.</p> <p>MSW or related Bachelors or Master Degree in a related area and three – five years of administrative experience.</p>

Salary/Hours:	Starting salary range is \$50-55k plus benefits.
Location:	Position is based in Las Vegas; travel is required to other Nevada communities.
Application Method:	Send cover letter addressing above qualifications and resume to: naswdc@googlegroups.com
Opening Date:	Application deadline: January 18, 2012

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at majobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***