



# CASWE-ACFTS

CANADIAN ASSOCIATION FOR SOCIAL WORK EDUCATION  
ASSOCIATION CANADIENNE POUR LA FORMATION EN TRAVAIL SOCIAL

## **JOB DESCRIPTION: Program and Administration Coordinator**

### **Who are we?**

Founded in 1967, The Canadian Association for Social Work Education- L'Association canadienne pour la formation en travail social (CASWE-ACFTS) is a national and bilingual not-for-profit association with a social-justice focus that promotes excellence in social work education, scholarship and practice. It does this through accreditation of social work programs in Canadian universities, as well as through consultation, collaboration, advocacy and the dissemination of research. CASWE-ACFTS currently oversees 43 accredited social work programs in universities throughout the nation.

The Association offers a supportive and flexible working environment and excellent work atmosphere. Find out more about what CASWE-ACFTS does on [our website](#).

### **The role**

We are looking for a dynamic student, passionate about social work education, who is willing to support the CASWE-ACFTS team for this 35 hours per week remote position. You will be expected to support our annual conference, our committee and caucus work, virtual events, as well as internal and external communications needs over the summer.

### **Main responsibilities and requirements**

- Provide programming and administrative support to the association's staff, caucuses and constituency groups with ongoing activities, including conference, webinars, and meetings.
- Support membership engagement through web and digital communications



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- Support the Canadian Social Work Review's editorial board with projects and programming.
- Support organizational goals around anti racism, indigeneity, and decolonization.
- Liaise with organizational partners and external stakeholders as needed.
- Set up Fall meetings in advance.
- Take minutes during meetings.
- Develop internal archives and key documents.
- Additional tasks as required.
- Ability to multi-task when multiple demands are present.
- Ability to work independently and within a virtual office.
- Excellent oral and written communication skills.
- Excellent organizational skills.

The successful candidate should be enthusiastic, focused and outcomes oriented, while being flexible to changing priorities in a highly collaborative, committed, and friendly team. They should also possess the ability to use tools such as Constant Contact, Zoom and Canva, Microsoft Office and Teams. CASWE-ACFTS is a bilingual association and as such relative command of French is a definite asset. The successful candidate will work remotely which requires a stable internet connection and a proper office set-up, with the availability to work 35hrs a week without undue daily interruption from the environment.

A comprehensive understanding of the Vision, Mission, Principles and Activities of CASWE-ACFTS as well as a commitment to values consistent with an anti-racist and decolonial lens are central.



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The Program and Administration Coordinator will report directly to the Executive Director regarding responsibilities and work performance. The position is slated to start as soon as possible and for 16 weeks.

**Note:** this position is offered through the Canada Summer job program, to be eligible you must:

- Be a student who will resume their program in September 2022.
- Be between 15 and 30 years of age at the beginning of the employment period.
- Be a Canadian citizen, permanent resident, or a person to who refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid SIN number at the start of employment and be legally entitled to work in Canada.

## How to apply?

Please submit your cover letter and resume to Antoinette Brind'Amour at [communications@caswe-acfts.ca](mailto:communications@caswe-acfts.ca).

**The closing date for this posting is May 25<sup>th</sup> 2022.** Only candidates who are shortlisted will be contacted for an interview.