

CBSW Social Work Intern Job Description

Student must possess the following qualities:

- Ability to work independently
- Strong communication skills, both oral and written
- Ability to meet deadlines
- Open to constructive feedback
- Agree to with the mission and values of the CBSW
- Innovative and creative thinker
- Highly motivated to add value to the organization

INTERN TASKS: This position is ideal for a student focused on Macro SW.

Direct Work: (Engagement)

- Conducting interviews between mentees and mentors
- Finding social work stories for the newsletter
- Weekly supervision (1 hour)
- Attending Board Meetings
- Working with the Scholarship Chair to select the scholarship recipients
- Soliciting Mentors for the Mentorship Program
- Attending student organization meetings
- Securing speakers for Panel Events
- Managing Training Events

Evaluation:

- Creating program evaluation forms for each panel/training event
- Analyzing and interpreting the data from the evaluation form

Marketing Tasks:

- Updating social media 1x per day and responding to inquiries
- Updating website
- Creating the quarterly newsletters
- Developing marketing materials for the annual conference

Policy/Research:

- Ongoing research on issues that are pertinent to the Black community
- Advocacy opportunities for legislative work that affects the Black community
- Participation at SWDOTH (Nashville), operating the booth
- *Possibility:* Completing the CITI Training for IRB work (if applicable) to conduct research
- Grant-writing

CBSW Conference:

- Organizational oversight
- Managing Registrations
- Connecting with Black owned businesses for food, sponsorships

- Communicating with Vendors, Sponsors, Presenters
- Creating the Program
- Managing Speakers
- Handling T-shirt/swag order
- Processing CEUs
- Creating and processing workshop evaluations

Membership:

- Managing the membership roster between school chapters and professionals
- Updating members' information
- Updating the mailing list