

PART-TIME POSITION AVAILABLE:

Executive Director, Canadian Society for Spirituality and Social Work (CSSSW)

CSSSW is a membership organization that seeks to promote interest and knowledge in the area of spirituality and social work. Membership is open to professionals from related fields who have an interest in spirituality and professional practice. More detailed information is available on the website – www.spiritualityandsocialwork.ca

Job Overview: To oversee the CSSSW to maintain it as a major international source of information re Spirituality and Social work by ensuring that content on the website is current, up-to-date and attractively presented, by maintaining correspondence with members and following up on directives from the Board. The successful candidate will work with and be responsible to the Board of the CSSSW

Responsibilities:

- Update the CSSSW website (includes checking and updating all links and adding new links that are relevant for CSSSW)
- Keep the website current (research new events, update conference page, discussions, etc.)
- Make the website attractive and, where possible, interactive
- Respond to e-mails re. enquiries and membership; update membership and mailing lists
- Participate in Board meetings (conference calls).
- Draft newsletter by incorporating info from Board Members and prepare website material as requested by the Board
- Research interest and potential (host university, possible locations, accommodation, etc.) for a spirituality conference for academics and practitioners.

Qualifications:

- Knowledge of website development and in particular, the Weebly website management system
- Interest in the area of spirituality and its relevance to the helping professions.
- Experience in social work in Canada, and knowledge of spirituality and social work will be definite assets
- University or College graduate, or currently a post-secondary student
- Ability to work independently yet work within a team climate
- Good writing and communication skills

Hours: on average, 10 hrs. per month

Wage: \$18-\$25 per hr. (Commensurate with experience)

Submit letter of application and Résumé to:

Dr. Cassandra Hanrahan at info@spiritualityandsocialwork.ca

Deadline: July 1, 2018 or until position is filled.