



**National Association of Social Workers (NASW)
750 First Street NE, Suite 700
Washington, DC 20002
Student Internship Description**

Purpose and Description

Social work interns from accredited schools of social work are encouraged to apply to the NASW internship program at the national office in Washington, DC. The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with 142,000 members and 56 chapters across the nation and internationally. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.

Interns should be highly motivated and require minimal direction. Under supervision of a professional social worker, interns will participate in Association meetings, Capitol Hill briefings, and other relevant internal and external events. Interns provide overall organizational support, but focus primarily on one area within the Association.

Position Title: Intern

Stipend: \$500 per semester

Hours: Negotiable (typically no fewer than 15-20 hours per week)

Duration: Negotiable (typically coincides with the academic calendar with the first semester from September to December and the second semester from January to May; Summer and block placement internships may be considered)

Location: Washington, DC

Reports to: Special Assistant to the CEO, Division Director, or Manager

Essential Functions may include:

- Assist in planning and implementation of internal meetings and events held by NASW, the NASW Foundation, NASW Political Action for Candidate Election (PACE), and/or the Social Work Policy Institute including the potential to work on special projects, meetings, conferences, and events
- Research and write material for NASW alerts, updates, social media, and other relevant outlets
- Help formulate and participate in NASW advocacy and policy efforts including writing action alerts, creating grassroots strategy, and visiting congressional and executive branch contacts
- Understand political action process and work with Political Action for Candidate Election (PACE)

- Work with member engagement division on professional development, continuing education, and membership and marketing efforts
- Interact with NASW Chapters and work on state level issues as assigned
- Participate in Association governance activities as appropriate
- Correspond to member inquiries, emails, and letters as assigned
- Interact with Association members, stakeholders, and external contacts as assigned
- Assist with general office tasks (filing, copying, organizing materials, stuffing envelopes, etc.) as needed
- Gain overall understanding of and skills in: administration; management; policy development, analysis, and advocacy; operations, budgeting, and finance; marketing; development; and overall leadership
- Support the mission and values of NASW
- Other duties as assigned

Minimum Requirements

- Student must be enrolled in accredited MSW program throughout duration of internship; BSW students may be considered but MSW students are preferred
- Independent worker that also works well in a team
- Excellent written and oral communication skills
- Strong organizational and time management skills
- Positive attitude and interest in learning
- Ability to multitask several projects
- Interest in macro level social work issues
- Microsoft Office proficiency and basic administrative skills
- Comfort with social media
- Must reside near the Washington, DC area during the internship and be able to come into the office for all internship hours

This job description does not list all the duties of the job. Interns may be asked by other supervisors or managers to perform additional duties. There will not be an employment contract with interns, and either NASW, or the intern, may choose to terminate the arrangement at any time. A learning contract will be required upon internship start.

How to Apply

Qualified candidates should apply by email to Elizabeth Hoffler at ehoffler@naswdc.org. Please list “Intern Inquiry” in the subject line and include the information below as well as a cover letter and resume. All candidates must interview either in person or through a conference call.

Required Information:

Full Name: _____
 Current School of Social Work: _____
 Current Degree Being Sought: BSW MSW Other
 Anticipated Graduation Date: _____
 Hours Needed per Semester: _____
 Other Degree(s) and/or Credential(s) obtained: _____

Email Address: _____ Phone Number: (____) _____ - _____

Mailing Address: _____

Apt #: _____ City: _____ State: _____ Zip: _____

NASW Membership: Member Non-Member

Primary Interest Area(s) (check all that apply):

- Advocacy and Social Policy
- International Social Work
- Social Work Practice
- Member Engagement
- Operations

Interns should address the following questions in their cover letter:

- Why do you want to intern at the national office of NASW?
- What are your qualifications and relevant experience?
- What do you wish to accomplish as an intern with NASW?
- What area of social work are you interested in?
- What are your career plans?
- Where have you previously interned, worked, or gained social work experience?