



***The Coalition of Black Social Workers exists to engage, connect, and empower Black social work students and professionals.***

### **CBSW Paid Internship:**

- 16 hours per week (remote) with one hour of supervision
- \$250/per semester
- Nashville student preferred, but open to other locations
- Ability to be available for evening zoom trainings, once a quarter Saturday morning Board Meetings
- Ability to attend the CBSW Conference (March 1, 2024) in person
- Best suited for a generalist or advanced generalist student, although a Macro-focused student would also receive benefits.

### **CBSW Internship Description and Responsibilities**

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

#### **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 SWDOH (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, sponsorship
- 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

