

National Association of Social Workers Kentucky Chapter  
76 C. Michael Davenport Blvd, Ste 4  
Frankfort, KY 40601

### **Student Internship Description**

#### **Purpose and Description**

Social Work interns from accredited schools of social work are encouraged to apply to the NASWKY internship program at the Kentucky Chapter office. 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 national and internationally, and over 1,500 in Kentucky. 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, Frankfort/Capitol meetings, and other relevant internal and external events. Interns provide overall organizational support, but focus primarily on one area within the Kentucky Chapter.

#### **Position Title: Intern**

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 black internships may be considered)

Location: Louisville, KY; Frankfort, KY; Lexington, KY (various locations will be considered)

Reports to: Executive Director

#### **Essential Functions may include:**

- Assist in planning and implementation for internal meetings and events held by NASWKY, the NASW committees, and NASW Political Action for Candidate Election including the potential to work on special projects, meetings, conference, and events.
- Research and write materials for for NASWKY Alert, updates, social media, and other relevant outlets
- Help formulate and participate in NASWKY 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 NASWKY Branches and work on local level issues as assigned

- Participate in Association governance activities as appropriate
- Correspond to member inquiries, emails, and letters 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
- 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 be able to come into the office for most internship hours; remote work will be considered.

This job description does not list all the duties of the job. 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 [naswky@gmail.com](mailto:naswky@gmail.com). 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 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  
 Phone  
 Mailing Address  
 Apt    City                      State                      Zip  
 NASW Membership: Y or N

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

Advocacy and Social Policy

Social Work Practice

Membership Engagement

Operations

**Interns should address the following questions in their cover letter:**

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