



## Programs Specialist, Portland/Vancouver

**Join an organization that empowers people to turn their ambition into opportunity.** Northwest Association for Blind Athletes (NWABA) is on the cusp of an exciting time of growth as a regional organization with a mission to provide life-changing opportunities through sports and physical activity to children, youth, and adults who are blind or visually impaired.

**We are committed to cultivating opportunities for individual and organizational growth.** Energized by an entrepreneurial spirit and the drive to excel, NWABA invests heavily in the people and resources needed to successfully deliver on our mission. Looking to the future, newly renovated offices in downtown **Vancouver, WA**, are equipped to tap into the tools and technology necessary to expand our presence and impact in Oregon, Washington, Idaho, Montana, and beyond.

At NWABA, we operate with full transparency, bringing honesty and integrity to everything we do. We welcome, serve, and support all people with dignity and respect. We bring steadfast determination in pursuit of our mission and our goals. Our next Programs Specialist will embrace our values, champion our mission, work with passion, and deliver results.

### **Your Opportunity:**

Reporting to the Program Manager, Sports Outreach, the Programs Specialist, PDX/VAN will deliver programs and services directly to children, youth, and adults who are blind and visually impaired. This position will focus on growth initiatives and direct programming delivery in Greater Portland, OR & Vancouver, WA. This position is currently based out of our office in **Vancouver, WA**. This is an **in-office** (note remote) position.

**NWABA offers competitive compensation including health insurance, generous PTO, a 403(b) savings plan and paid holidays.** Working from our conveniently located downtown **Vancouver, WA** office, employees are in the heart of the city and close to restaurants, coffee shops, trails and countless other attractions.

### **Responsibilities:**

- Act as growth area lead in Portland & Vancouver.
- Drive key strategic growth initiatives in Portland & Vancouver.
- Deliver programs directly to individuals who are blind and visually impaired. Provide instruction in sports and recreational activities including: Goalball (sport for individuals who are blind); tandem cycling, hiking, paddling kayaking, skiing and other sport and recreational opportunities.
- Act as designated staff representative at program events.
- Assist with all aspects of event planning as assigned by the Program Manager, Sports Outreach or designee including: coordination of facilities use, vehicles, volunteers and equipment in support of program events.
- Drive the organization's vehicle(s) to support the delivery of programs.
- Assist with the maintenance of sports equipment including tandem cycles, kayaks, etc. as needed.
- Track program registrations and follow-up with athletes, volunteers, families, and teachers as needed.

- Provide excellent customer service to athletes, volunteers and partner agencies.
- Assist with database to ensure that all information is accurate and up-to-date.
- Provide excellent customer service to athletes, volunteers and partner agencies.
- Other duties as assigned by the Program Manager, Sports Outreach or designee.

#### **Desired Knowledge, Skills and Abilities:**

- Bachelor's degree or higher in education, adaptive recreation or commensurate experience.
- Experience and passion for leading sports and recreational programs (tandem cycling, hiking, water sports, etc.)
- Experience working with individuals with visual impairments is desired, but not required.
- Thrives in a fast-paced, highly entrepreneurial, and collaborative environment.
- Experience working with database software.
- Embraces strategic and annual planning and contributes to successful execution of the plans.
- Ability to travel approximately 40-50% of time throughout our service area (WA, OR, ID and MT).
- Demonstrated initiative and self-direction.
- Demonstrates excellent oral and written communication skills.
- Ability to lift and carry up to 50 lbs. including tandem bikes, kayaks and other adaptive sports equipment on a regular basis.
- Ability to work a flexible schedule including regular evenings and weekends throughout the year.
- Must possess a valid state-issued driver's license.
- Ability to drive a towing vehicle or willingness to learn.
- Current First Aid card and CPR training (or willingness to obtain within 90 days).
- Ability to pass a background check, including MVR.

#### **Compensation:**

- Compensation is commensurate with experience and education.
- This is a full-time, exempt position.

#### **Application Instructions:**

For consideration, please send **all** of the following to: [psnw@tjandassociates.com](mailto:psnw@tjandassociates.com)

1. **Your résumé**
2. **A cover letter and**
3. **Three or more professional references.**

**Please direct all questions to the email address listed above.**

*In your **cover letter**, please share the following:*

- *Why are you a great fit for this position? What might set you apart from other candidates?*
- *What are your proudest **Programming and Adaptive Sports/Recreation** achievements (include metrics where available!)?*
- *Why are you interested in working with the **Northwest Association for Blind Athletes**?*