



Program Coordinator

Northwest Access Fund has an outstanding opportunity for a full time Program Coordinator to run the Individual Development Account (IDA) Program. IDAs are matched savings accounts that are designed to encourage saving and asset building.

About Northwest Access Fund:

Northwest Access Fund is a 501(c)(3) nonprofit Community Development Financial Institution (CDFI) established by and for people with disabilities. We promote access to technology and economic opportunity for people with disabilities living in Washington and Oregon. Northwest Access Fund offers affordable financing (low-interest loans and IDAs) for assistive technology and collaborates with other organizations to offer services to enhance financial capability. For more information visit <http://nwaccessfund.org/>.

Position Responsibilities:

- **IDA Program:** Under supervision of the Financial Capability Manager, implement and evaluate Individual Development Account (Matched Savings) Program. Specific tasks include: processing applications, enrolling participants, setting up bank accounts for participants, monitoring savings and completion of other program requirements, communicating with clients on their status in the program, and making purchases for participants.
- **Program Evaluation and Data Management:** Assist with annual client survey and program evaluation functions. Assist with data analysis and reporting. Enter data from program files into data systems. Implement and update data management system.
- **Training and Asset Building:** Assist with development and offering of program-related trainings and resources, including assistive technology and financial education training. Identify and address the needs of clients around benefits planning and other asset building activities.
- **Other Tasks as Assigned:** As a small non-profit, we all do our part to help with projects as needed.

Required Qualifications

- Bachelor's degree
- Extremely high attention to detail
- Excellent with numbers
- Proficiency in Microsoft Office Suite
- Experience with data management
- Ability to work with a diverse constituent population
- Ability to learn quickly, work independently, and handle multiple tasks efficiently

Desired Qualifications

- Experience working with people with disabilities
- Experience with Assistive Technology
- Experience with financial education or coaching
- Knowledge and/or experience with bookkeeping
- Experience with statistics is a plus

Compensation: \$38,000 - \$42,000 DOE annually for full-time work, with option of health, dental, and vision benefits, plus SIMPLE IRA (matches up to 3% of salary).

Start Date: Negotiable; target date is Jan 2018

Application Procedure:

Email resume and cover letter with the subject line PROGRAM COORDINATOR to amy@nwaccessfund.org

In your cover letter, please address relevant experience and reasons for your interest in this particular position.

Questions: Please contact Amy Anscher with questions at 206-328-5116 or amy@nwaccessfund.org.

We urge individuals with disabilities to apply