



## Programs Specialist

**Northwest Association for Blind Athletes (NWABA)** is a mission-driven, growth-oriented organization that fosters a culture of innovation, communication, collaboration and hard work to improve the quality of life for individuals who are blind and visually impaired. NWABA provides life-changing opportunities through sports and physical activity to individuals who are blind and visually impaired.

Over the last ten years, the Association has transformed from an organization serving six individuals in its first year to a national leader in the field that improves the quality of life for more than 1,500 children, youth, adults and military veterans with visual impairments annually through five innovative programs and services. This position is being added at a pivotal time in organizational growth and will support significant and sustainable expansion of NWABA's life-changing programs. To learn more about NWABA's life-changing programs and services, please visit [www.nwaba.org](http://www.nwaba.org).

### Position Summary:

Reporting to the Director of Programs, the Programs Specialist will deliver programming directly to children, youth, adults and military veterans with visual impairments. This position is being added at a pivotal time in organizational growth and will support significant and sustainable expansion of the organization's life-changing programs. The position is based out of Vancouver, WA, but will deliver direct programming to individuals with visual impairments across WA, OR, ID and MT.

**NWABA offers competitive compensation including pay in lieu of 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:

- 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 Director of Programs 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 adaptive sports equipment including tandem cycles, kayaks, audio bases, etc. as needed.
- Track program registrations and follow-up with participants, families, and teachers as needed.
- Provide excellent customer service to athletes, partner agencies and volunteers.
- Assist with program and donor database to ensure that all information is accurate and up-to-date.
- Provide excellent customer service to athletes, partner agencies and volunteers.
- Other duties as assigned by the Director of Programs 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.)
- Past 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.
- 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: [PS@TJandassociates.com](mailto:PS@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**?*