



Adapted Sport Program Specialist

Join an Organization Transforming Ambition into Opportunity: Northwest Association for Blind Athletes (NWABA) invites you to join our journey of empowerment. NWABA is poised for dynamic growth, driven by our mission to provide life-changing opportunities through sports and physical activity for children, youth, and adults who are blind or visually impaired.

Commitment to Growth and Excellence: Across the entire organization, we cultivate a culture of winning and continuous improvement. With an entrepreneurial zeal and a relentless pursuit of excellence, we invest significantly in our team and resources to fulfill our mission. We are committed to fostering an environment where everyone has the opportunity to succeed and thrive. With unwavering determination, we strive to achieve our goals and push the boundaries of what's possible.

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. And we bring steadfast determination in pursuit of our mission and our goals. Our next **Program Specialist** will embrace our values, champion our mission, work with passion, and deliver results.

Your Opportunity

Reporting to the Sr. Program Manager, Sports Outreach, the **Program Specialist – Portland & Vancouver Growth Area** will develop and implement NWABA programs and services for children, youth, and adults who are blind or visually impaired. This position will be responsible for driving strategic growth initiatives in the Greater Portland and Vancouver area while delivering high-quality programs and fostering relationships to further NWABA's mission.

NWABA offers competitive compensation and a robust benefits package to support the health and well-being of our team members. The salary range for this position is \$24-\$27 per hour, based on experience and qualifications. Benefits include fully covered health insurance for the employee, a 403(b) retirement savings plan with a 3% employer match after one year of service, and generous paid time off. PTO accrues at a rate of 10 hours per month to start, with 8 paid holidays per year. NWABA also offers fully subsidized parking for employees working from our downtown Vancouver, WA office, which is conveniently located near restaurants, coffee shops, trails, and other attractions. **This is a fully in-office (not remote) position.**

Job Responsibilities

- Serve as the growth area lead for the Greater Portland and Vancouver region, driving key strategic growth initiatives.
- Plan, coordinate, and deliver sports and recreation programs directly to individuals who are blind or visually impaired, including activities such as goalball, tandem cycling, kayaking, hiking, skiing, and more.
- Act as the designated staff representative at program events, ensuring high-quality experiences for all participants.

- Collaborate with the Sr. Program Manager, Sports Outreach, to coordinate event logistics, including facilities, vehicles, volunteers, and equipment.
- Drive NWABA vehicles to transport equipment and support program delivery.
- Maintain and ensure the functionality of sports equipment, such as tandem bikes and kayaks.
- Track program registrations and communicate with athletes, volunteers, families, and teachers as needed.
- Provide exceptional customer service to athletes, volunteers, and partner agencies.
- Maintain accurate records in the organization's database, ensuring timely updates and reports.
- Support strategic and annual planning efforts and execute initiatives aligned with organizational goals.
- Perform other duties as assigned by the Sr. Program Manager, Sports Outreach, or their designee.

Desired Knowledge, Skills, and Abilities

- Bachelor's degree in education, adaptive recreation, or a related field, or equivalent experience.
- Experience teaching or working with individuals who are visually impaired is strongly preferred.
- Passion for and experience leading sports and recreation programs (e.g., tandem cycling, hiking, water sports).
- Ability to balance time between fieldwork and office responsibilities, including program planning, athlete and volunteer recruitment, and team collaboration.
- Thrives in a fast-paced, entrepreneurial, and collaborative environment.
- Proficiency with database software and record-keeping.
- Strong initiative, self-direction, and ability to execute strategic plans.
- Excellent oral and written communication skills.
- Physical ability to lift and carry up to 50 lbs., including adaptive sports equipment.
- Flexibility to travel approximately 40-50% of the time, primarily within Washington and Oregon.
- Availability to work evenings and weekends, as most programs occur during these times.
- Valid state-issued driver's license and ability to pass a background check, including MVR.
- Current First Aid, CPR, and Lifeguard Certification (or willingness to obtain within 90 days).

Application Instructions:

For consideration, please send **all** of the following to: recruiting@nwaba.org

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

Please Note: Applications that do not include all three required components will not be considered.

In your cover letter, **please address the following questions:**

1. **Why are you interested in working with Northwest Association for Blind Athletes?**
2. **What is your experience in planning and leading adaptive sports or recreation programs? Provide examples, including specific achievements and metrics where possible.**

In the subject line of your email, please indicate the specific position you are applying for: **Program Specialist, Portland & Vancouver.** This ensures we can align your application with the correct posting.