



## **Adapted Sport Program Specialist Portland & Vancouver Growth Area**

**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 also directly 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.**

### **Key Responsibilities**

*All responsibilities are carried out in close collaboration with the fellow Program Specialist for the Greater Portland and Vancouver Growth Area and under the supervision and approval of the Sr. Program Manager, Sports Outreach. This role is part of a team-driven environment where shared planning, communication, and accountability are essential.*

- **Program Co-Leadership:** Support the delivery of high-quality programs as a co-lead for the Greater Portland and Vancouver Growth Area and contribute to strategic growth initiatives.
- **Program Delivery:** Plan, coordinate, and deliver adaptive sports and recreation programs for individuals who are blind or visually impaired, including activities such as goalball, tandem cycling, kayaking, hiking, skiing, and more.
- **Event Planning & Logistics:** Determine venues, coordinate event logistics, organize volunteers, and manage equipment, facilities, and vehicles.
- **Athlete & Volunteer Engagement:** Assist with the recruitment, retention, and communication of athletes and volunteers, ensuring everyone is informed, welcomed, and supported before, during, and after events.
- **Community Partnerships:** Help build and maintain relationships with local schools, businesses, and organizations to expand program reach and strengthen community connections.
- **Volunteer Coordination:** Provide oversight and guidance to volunteers, ensuring proper training, clear expectations, and a strong alignment with athlete needs.
- **Equipment Maintenance:** Inspect, maintain, and repair sports equipment to ensure safety, functionality, and readiness. Monitor equipment quality and enforce the proper use of safety gear during handling and activities.
- **Transportation:** If in possession of a valid driver's license, operate NWABA vehicles, including 12–15 passenger vans and trailers, to transport equipment, athletes, and volunteers to and from programs. This includes driving in varied road and weather conditions while prioritizing safety, punctuality, and professionalism.
- **Communication & Customer Service:** Serve as the primary staff representative at events, providing clear, respectful communication and high-quality service to athletes, volunteers, families, and partners.
- **Data & Reporting:** Track program registrations, maintain accurate records, and complete timely follow-ups and reporting to support evaluation and internal metrics.
- **Strategic Planning:** Contribute to annual and long-term planning efforts to ensure regional programs align with organizational goals and strategies.
- **Other Duties:** Perform additional responsibilities 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, kayaking, skiing, etc.).
- 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.
- Current First Aid, CPR, and Lifeguard Certification (or willingness to obtain within 90 days).
- A valid state-issued driver's license is desired but not required for this role. If a license is held, the candidate must be able to pass a motor vehicle record (MVR) check.
- All candidates must successfully pass a comprehensive background check.

**Application Instructions:**

For consideration, please send **all** of the following to: [recruiting@nwaba.org](mailto:recruiting@nwaba.org)

1. Your résumé
2. A cover letter
3. Writing sample
4. Three professional references

**Please Note:** Applications that do not include all four 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 your writing sample,** please draft a volunteer outreach email for a current event listed on our website, [www.nwaba.org](http://www.nwaba.org). This sample should reflect your ability to communicate clearly, engage your audience, and align with NWABA's mission and tone.

**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.