



**OREGON NATIVE
AMERICAN CHAMBER**

OREGON NATIVE AMERICAN CHAMBER Position Description

Job Title: Program Coordinator
Classification: Part Time, Non-Exempt
Salary/Wage: \$21-27/Hour
Location: Portland, OR
Closing Date: Open Until Filled

OVERVIEW

The ONAC Program Coordinator is responsible for supporting the organization's programming related to business intake & referral, technical assistance, marketing and outreach, and business services currently serving Oregon and Southwest Washington.

The role is equal parts leadership and passion for Native American communities WITH the keystone being care for small business ownership. The ONAC Program Coordinator is accountable for managing general day-to-day program operations in line with the organizational strategic goals. The ONAC Program Coordinator implements administrative systems, procedures, and policies; monitors administrative projects, and supports reporting requirements. The ONAC Program Coordinator works closely with ONAC's technical service providers, tribal organizations, Native American serving organizations, and other network members.

The program coordinator is dedicated to the mission of ONAC. It is a full time hourly position and reports to the Executive Director.

KEY RESPONSIBILITIES

- Work closely with Program leadership to operationalize programs and work across the organization to improve service for clients and service providers.
- Maintain program documents ensuring compliance with funding policies and procedures
- Maintain required documentation and tracking related to funding policies
- Support selection process and onboarding of professional service provider contractors
- Collaborate in the design, organization and management of systems, workflows, policies and procedures, and documentation to support the technical assistance program operational needs
- Support client intake and registration processes
- Oversee and audit payment to service providers and maintain relationship with Accounts Payable
- Process service provider payments
- Oversee administrative activities, related to program and chamber functions
- Assist leadership in duties, ensures timely dissemination of information and documentation, which is necessary for the efficient operation of the program



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- Collect and create reports using data received from internal and external data sources and implement process improvement plans to address areas of deficiency
- Collect and maintain essential program documentation, policies and procedures, and reports
- Oversee Program marketing, promotional activities, special projects and events
- Assist in design and distribution of Program publications, including newsletters, brochures and website
- Ensure adherence to budget constraints as related to program funding

SKILLS REQUIRED

- Demonstrate interest in working in the non-profit, small business development and Native American communities
- Public-speaking, networking, building and maintaining relationships
- Computer proficiency: MS Office, Adobe Creative Suite, Database management, Google Suite, Project Management Software & Platforms
- Market and promote programs
- Ability to work independently with minimal oversight or direction
- Ability to manage own schedule and work as a self-starter.

QUALIFICATIONS & EXPERIENCE

The Program Coordinator is expected to work effectively and efficiently with a diverse range of individuals, agencies, and tribes. Candidates should be effective communicators and troubleshooters, enthusiastic, self-motivated, adaptable, and able to complete assigned tasks with a strong sense of responsibility.

- Bachelor's Degree or equivalent combination of education and experience
- Three (3) years of Customer Service experience
- Two (2) years of Administrative experience in program management
- Preferred qualifications for this position includes:
- One (1) year of experience in Program Coordination and/or Operations Leadership
- One (1) year of Financial or accounts payable experience
- 2-4 years working with non-profit organizations or tribal organization(s) preferred
- Associate degree in Business Administration or related field preferred
- Evidence of direct experience to match the stated qualifications

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will work under normal business office conditions. This position's primary office will be located at the ONAC office in Portland, Oregon with the ability to work remotely as necessary.



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PHYSICAL DEMANDS

The tasks of this position are normally performed while sitting at a desk, often using a computer. Mobility is required to attend meetings, attend training and workshops, and to accomplish other necessary tasks. The periodic ability to travel independently to various locations within the Pacific Northwest region is required. Regular lifting of up to 10 pounds, and occasional lifting of up to 25 pounds is expected. Must be able to maintain an excellent attendance record.

APPLICATION PROCESS

Hiring preference will be given to qualified enrolled citizens of federally recognized Tribes or Native Alaskans.

Send a letter of interest and resume and please include at least three professional references.

Send to:

Email: support@onacc.org

Subject Line: "Program Coordinator Job Announcement"

Attention: Amber Faist