

**NP Job Description  
IDA Program Associate**

Exempt		Department:	IDA Program
FTE:	40 Hours per week	Reports to:	Deputy Director, Operations & IDA Initiative
Effective:	August 2013		

NP believes that every employee makes a significant contribution to our success. That contribution should not be limited by the following assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the employee or NP to just the work identified. It is our expectation that every employee will offer his/her service wherever and whenever necessary to ensure the success of our mission.

**General Summary**

*The Oregon Individual Development Account Initiative invests in the personal and financial growth of individuals to build strong communities throughout Oregon.* NP manages the Oregon Individual Development Account (IDA) Initiative on behalf of Oregon Housing and Community Services. The IDA program staff conducts the program management duties as a team, with each member having distinct, but interconnected roles and responsibilities.

**Primary Responsibilities**

This position will work on a team of four staff members assigned to the Oregon IDA Initiative at Neighborhood Partnerships, sharing an office with the Program Manager and working closely managing the daily operations of the statewide initiative.

These tasks will include, but are not limited to:

- Compilation of quarterly Fiduciary Organization data, project statuses, and reporting
- One-on-one technical assistance and training support to Initiative partners, as needed
- Updating IDA Member Website, as necessary
- Developing and updating external communications materials and media, including website
- Ongoing development of IDA participant success stories
- Other tasks as assigned

In addition to the above items, this position will be the primary staff responsible for the coordination and implementation of Initiative modernization projects, including but not limited to:

- Database (Outcome Tracker) functionality, enhancements, and systems improvements
- Electronic recordkeeping
- Innovations in electronic funds disbursement systems
- Exploring electronic banking for IDA participants
- Developing Initiative-wide information sharing hub, including exploring and implementing online financial education for all IDA asset classes (i.e. Post-secondary education and microenterprise, etc.)

**Desired Job Skills**

The ideal candidate will have knowledge of, and experience working with, individual development accounts (IDAs) and their relationship to asset building. In lieu of direct experience, a competitive candidate could also have a passion to build that knowledge and develop their expertise in the field.

More specific skills sought:

- Proactive, professional, creative and hardworking
- Possess high standard for accuracy
- Strong writing and communication skills
- Strong organizational and project management skills
- Appetite for technological innovations
- High level of curiosity and analytical skills
- Energy to develop systems improvements and efficiencies
- Excellent Microsoft office skills, including Excel, Word, PowerPoint, and Publisher
- Experience with Word Press website platform
- Experience working with data sets and data management
- Excellent customer service skills
- Ability to work successfully with diverse partners and organizations
- Ability to work in a dynamic team environment
- Ability to manage workload and anticipate upcoming program needs, as well as respond to shifting priorities

**Job Scope**

Job involves some recurring work situations with frequent variations from the norm and involves a moderate to high level of complexity. This job requires a high level of detail and accuracy. This job will vary from week to week and require management of workload and task lists.

**Supervisory Responsibility**

Job has no supervisory responsibilities.

**Interpersonal Contacts**

Contacts are made with staff, board, funders, grantees, partners and contractors. Contact is approximately 30% face-to-face, 30% via phone and 40% via email.

*This information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*