FAMILY ECONOMIC OPPORTUNITY PROGRAM SPECIALIST
Job Description

ORGANIZATIONAL BACKGROUND
Community And Shelter Assistance Corporation (CASA of Oregon) is a statewide nonprofit housing and community development corporation specializing in affordable housing and community facilities development, administration of individual development account programs (IDAs) and the formation of cooperatives for manufactured housing park purchase.

POSITION OBJECTIVE
The principal goal of the Family Economic Opportunity Program (FEOP) Specialist is to provide resources to management and our partners so that they are able to efficiently and effectively provide asset building tools to their clients.

POSITION SUMMARY
The Program Specialist is the primary staff person responsible for participant management. Primary tasks include assistance with the establishment, maintenance and expansion of program-related partnerships, evaluation, reporting, record-keeping, etc. Additional tasks include data collection, file maintenance, implementation of program policies and procedures, and program operation responsibilities.

The Program Specialist receives direction from the FEOP Manager but reports to the FEOP Director.

FSLA Status: Non-Exempt

RESPONSIBILITIES
• Maintain communications with all IDA partners via prompt email and phone responses
• Assist in the development of policies and procedures of the program that ensures effective operations and increased likelihood of success of partners and program participants
• Develop and maintain program materials such as brochures, newsletters, website, manuals, and forms
• Assist in management of government and private contracts related to the program
• Review, verify and confirm eligibility of program participants
• Ensure participant files meet program standards by maintaining complete and accurate documents
• Assess eligibility of disbursement requests based on thorough and complete review of program regulations, guidelines and policies
• Assist in program related data collection and research
• Working in close conjunction with partner financial institutions, monitor participant accounts and activities for program compliance
• Maintain online participant information database
• Assist FEO Program Manager with program operations by providing reports, feedback and input on current status of program operations
• Generate communication and media related to the IDA Program
• Assist Program Director and organization staff as needed

QUALIFICATIONS
Education: Bachelors Degree or equivalent is preferred.
Experience: At least two years’ work experience in administrative support or program administration is required.

• Critical thinking capacity, ability to manage multiple tasks, and detail-oriented
• Strong written and verbal communication skills
• Demonstrated experience and skills in operating online database and electronic filing system
• Understanding of low-income and multi-cultural communities
• Proficiency in computer programs including: word processing, management information systems, spreadsheets and databases
• Ability to work independently and perform complex tasks with minimal supervision
• Ability to work in a team setting
• Bilingual/Bicultural skills and experience are preferred
• Experience with IDAs or asset-building programs is preferred

WORKING CONDITIONS
CASA of Oregon is located in Sherwood, Oregon, fifteen miles southwest of Portland. Normal office hours are 8:30 am to 5:00 p.m., Monday to Friday. Employee must be able to sit for long durations of time. Evening and weekend work may be periodically required. A driver’s license and access to transportation are required. Travel to statewide locations is necessary and may require overnight stays.