



### **Scholarship and IDA Coordinator**

#### **Position Description:**

This position offers the opportunity to participate in a broad range of programmatic and operational tasks as part of a professional and team-oriented staff within a culturally specific nonprofit environment. The Scholarship and IDA Coordinator will work in close partnership with the Chamber's Executive Director and other team members as designated by the Executive Director to carry out and manage all functions of the Chamber's activities to ensure effectiveness and efficiency. This role requires direct involvement with the Latino scholarship program, business and educational Individual Development Accounts (IDA's), day-to-day duties as assigned.

The Scholarship and IDA Coordinator will serve as a professional resource both within and outside of the Chamber and is responsible for maintaining ongoing relations with CASA, IDA participants, and scholarship applicants, recipients, donors, and other involved parties.

#### **Key responsibilities:**

##### **IDA Program**

- Work with CASA to ensure all responsibilities and activities within the contract are fulfilled in a timely and effective manner
- Expand upon HMC's current IDA program
- Implement a graduation ceremony for all successful IDA graduates
- Coordinate and host workshops and events related to the IDA program and activities
- Work with the business development team to ensure all business IDA participants are receiving the appropriate services and communication needed

##### **Scholarship Program**

- Conduct outreach to students at high schools, community colleges, and universities to increase applicants for the annual HMC scholarship opportunity.
- Travel throughout Oregon and SW Washington to conduct outreach activities
- Coordinate the scholarship application process and update on the HMC website.
- Facilitate the selection of scholarship awardees with the Board of Directors and other scholarship committee members
- Follow up with scholarship awardees for award notifications and confirmation of enrollment at a community college or university.
- Coordinate with the students, parents, schools, and donors and facilitate their active participation in program related activities.
- Coordinate with community colleges and universities to ensure enrollment of students, distribution of scholarship funds, and award matching funds when appropriate
- Increase the number of contacts at high schools, community colleges, and public and private universities to establish ongoing working relationships
- Increase the number of students participating in activities and workshops, such as Path to Scholarships and Financial Aid
- Contact current and past scholarship recipients and obtain current contact information.
- Develop a database of student scholarship contact information.

- Coordinate payments, tracking, and communications for scholarship recipients.
- Actively recruit and encourage scholarship recipients (past and present) to become volunteers and further engage with HMC programs as applicable.
- Assist with details and associated timelines of events as needed.
- Draft marketing and promotional materials via Canva
- Communicate effectively with any vendors, sponsors, partners, and volunteers for event support.
- Work with the Events Coordinator to ensure all scholarship-related events run smoothly.

*Other administrative and operational duties as needed*

*This position will require the employee to perform all other duties as assigned and specific tasks may vary from day to day.*

### **Required Qualifications:**

Applicants are required to have a bachelor's degree in a related field.

Bilingual (Spanish / English) / bicultural person highly preferred

Demonstrated effectiveness working with diverse people and organizations.

Ability to priority tasks and delegate duties effectively

A strong sense of personal integrity and professionalism

Excellent interpersonal, written, and oral communication skills in English

*Prior experience working with scholarship programs and event coordination preferred.*

### **Salary:**

Depending on experience and skill level

(Starting at \$50,000 plus per year)

### **Benefits:**

Generous accrued time off (vacation/sick time)

100% health, dental, and vision coverage for employee

Up to a 3% simple IRA plan match

Monthly Wi-Fi, phone, and parking stipend reimbursement

*Inquire about other benefits and perks offered to all full-time employees.*

### **To apply:**

Applicants should submit cover letter and resume to:

Nicole Davison Leon

[nleon@hmccoregon.com](mailto:nleon@hmccoregon.com)