

**Oregon Native American Chamber of Commerce (ONACC)  
Northwest Native Procurement Technical Assistance Center (NNPTAC)**

**Job Title:** NNPTAC Program Coordinator  
**Primary Location:** Coos Bay, OR  
**Salary:** \$50,000 - \$54,400 DOE  
**Job Classification:** Non-exempt Full-Time

**Shift:** Day Job  
**Reports To:** NNPTAC Program Manager  
**Service Area:** Oregon, Washington, Idaho

**QUALIFICATION REQUIREMENTS:** The Northwest Native Procurement Technical Assistance Center (NNPTAC) 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. Must be able to perform each duty satisfactorily.

**SUMMARY OF DUTIES:** This position requires a variety of administrative and social media responsibilities. The Program Coordinator will work closely with the NNPTAC Program Manager in developing a larger media footprint and maintain the PTAC's digital presence across multiple platforms while assisting with day-to-day administrative responsibilities. The successful candidate will have a demonstrated track record of success in both administrative and digital marketing, will have outstanding communication and organization skills and be capable of working autonomously in a fast-paced environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Administrative Duties – provide administrative support by

- assisting businesses with registering as an NNPTAC client ([www.nnptac.org](http://www.nnptac.org)), government registrations (i.e., [www.sam.gov](http://www.sam.gov)) and enroll businesses in the PTAC's electronic bid-match service
- scheduling client appointments with appropriate staff for virtual and in-person meetings
- responsible for planning, managing, and organizing sensational events in the most efficient and cost-effective way
- managing all aspects of an event from pre-planning, determining resource needs, pre-event marketing, and on-site coordination, to post event follow up
- booking and confirming event and meeting spaces
- planning and coordinating logistics and presentation materials for meetings, trainings, and events from concept to finish in concert with the Program Manager
- designing layout and agenda for events, event pamphlets, and any other marketing activities to promote the event traditionally or digitally
- developing effective and collaborative relationships with internal and external stakeholders
- making travel arrangements for staff to attend events
- ensuring filing systems are up-to-date and maintained for effective and efficient use

Social Media/Digital Marketing Duties – coordinate efforts, implement marketing (digitally and traditionally), track progress and success by

- creating and posting information on NNPTAC website, LinkedIn, NNPTAC social media channels and other relevant platforms; posting daily and weekly
- spotlighting PTAC events, trainings, and services

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- brainstorming campaigns
- creating and managing newsletter campaigns
- tracking and reporting digital/social media usage metrics
- using analytics tools to gauge the success of campaigns
- assisting with client success stories; working with PTAC Counselor and clients with creation and posting of stories
- planning and executing event marketing; social media/website posts, flyers, pamphlets, etc.
- maintaining NNPTAC event calendar
- other duties as assigned by supervisor, related to the position and program

**EDUCATION AND EXPERIENCE (minimum required):**

- Associate's Degree in related area or specialized training and experience
- demonstrated track record of success in providing executive administrative support
- three years proven social media experience
- project coordination and calendar management experience
- proficiency with social media platforms (e.g., Facebook, Instagram, LinkedIn), and the ability to create engaging content using relevant keywords for search engine optimization
- experience and knowledge of current digital trends
- excellent writing, editing, copywriting & proofing skills
- exemplary interpersonal abilities and communication
- resourcefulness: will frequently have to research answers to clients' questions
- proficient computer skills, including MS Office Suite, Google drive, digital marketing tools and software, virtual meeting platforms
- ability to exercise a high degree of judgment and tact as it relates to sensitive and confidential information
- dependable, punctual, detail-oriented, independent problem solver with excellent follow-up skills, proactive and ability to work independently
- proactive with ability to self-manage and work autonomously in a fast-paced and changing environment
- ability to manage multiple projects and tasks simultaneously with various deadlines.

**WORKING ENVIRONMENT:** This position will work under normal business office conditions and hours. Work requirements involve travel, including overnight, early morning and/or evening meetings. These work requirements may exceed scheduled hours per week. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee will be required to sit, use their hands and arms, talk and hear, and focus on close objects. The employee will also be required to stand, walk, stoop, kneel, crouch, or crawl. The employee may be required to lift or move up to 10 pounds and occasionally lift or move up to 25 pounds.

**HIRING STATEMENT:** Northwest Native Procurement Technical Assistance Center is an Affirmative Action/Equal Opportunity Employer. We are committed to a multicultural

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environment and strongly encourage applications from women, minorities, veterans, and persons with disabilities. This job description is not a contract for employment and either party may terminate employment at any time. The job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**HOW TO APPLY:** Qualified enrolled citizens of federally recognized Tribes or Native Alaskans are highly encouraged to apply. Send a cover letter that includes a brief narrative describing how your background makes you the ideal candidate for this position, resume and contact information for at least three professional references. Please apply through the Indeed job posting: <https://www.indeed.com/job/program-coordinator-nn-ptac-1a885dc261267e20>