



## Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218

P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

*The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.*

### Position Description

<b>Position:</b>	<b>Community Outreach Organizer</b>
<b>Department/Program:</b>	Youth & Education Services Department
<b>Compensation:</b>	\$16.00 - \$17.50 hourly or commensurate with experience
<b>Benefits:</b>	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). NAYA recognizes eleven paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
<b>Employment Status:</b>	Temporary, Full-Time, Non-Exempt, Limited Duration (12-18 months) unless additional grant funding is solidified
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	None
<b>Reports To:</b>	Director of Youth and Education Services
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	August, 2017

#### Position Description:

The Community Outreach Organizer receives functional direction and supervision from NAAAY to work directly with a variety of community groups to conduct outreach, build awareness and capacity, and engage community members in the Violence Prevent Coordination Team, community healing events, and development of primary prevention policy aimed at preventing multiple forms of violence to which children are exposed. This position is primarily a policy and advocacy position with (40%) of time dedicated to engaging community members to develop strategies to prevent violence that children are exposed to while providing leadership, organization, and healing opportunities in communities most impacted by violence; an additional (40%) of time is dedicated to developing multi sector policy and program development designed to prevent childhood exposure to multiple forms of violence, with the remaining (20%) of time dedicated to record keeping and general administrative tasks including reporting and participation in regular meetings and activities.

#### Essential Functions:

- Provide leadership, organization, and healing opportunities in communities most impacted by violence, in an effort to engage youth, adults, and elders (community members) in developing strategies to prevent violence that children are exposed to, including:
  - Perform targeted advocacy and outreach for violence prevention by serving as a liaison to the Native American/Alaskan Native community and other communities of North, Northeast, East Portland, and East Multnomah County and the Violence Prevention Coordination team , including:
  - Acting as a cultural mediator between community members and the systems and agencies they interact with such as public safety, education, health and social services, early childhood/early learning, etc.
  - Conducting one-on-one meetings with leaders and community members to inform them about the project and invite them to participate

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- Participate as a member of the Violence Prevention Coordination Team (VPCT) and educate other partners about community strengths and needs, as defined by community
- Contribute to the planning and coordination of VPCT-related events
- Represent and advocate for the community in public settings
- Contribute to the development of training efforts for the VPCT to increase understanding of community needs, priorities, and solutions
- Facilitate collection and sharing of local community members' experiences on the issues of child and youth exposure to multiple forms of violence (historical trauma and impacts of boarding schools, child abuse, domestic violence, sexual assault, neglect, gang violence and the violence of racism, poverty, etc.)
- Work with identified communities in geographic regions and communities of color to understand the needs of the community to heal and raise awareness about childhood exposure to violence as a physical and emotional health issue.
  - Coordinate with other NAYA staff and Community Health Workers to lead and implement events that promote community healing, connection, and awareness raising.
  - Work with VPCT to execute said events
- Participate in the development of multi sector policy and program development to prevent childhood exposure to multiple forms of violence, including:
  - Become familiar with prevention practices regarding violence affecting children and youth; bring knowledge to VPCT policy development efforts
  - Learn about and share knowledge of root causes of violence, social determinants of health, risk and protective factors, community empowerment and positive child and youth development with community and the VPCT
  - Plan and facilitate or attend meetings in which community members identify and prioritize childhood exposure to violence issues in their community to guide VPCT policy and program development
  - Represent and promote the program to community members and other agencies to aid in policy development and future implementation
- Stay informed about emerging issues and trends in the community through word of mouth, newspapers, and attending a variety of community meetings and events to inform policy and program development
- Participate actively in the on-going development of this project and in planning for follow-up projects
- Assist with assessment and reporting of the project:
  - Collect, enter and assist with analysis of data
  - Disseminate findings in appropriate ways depending on the audience
  - Maintain necessary written documentation of activities
  - Compile and complete reports as required
  - Performing ongoing data entry, such as entering data into required databases
- Participate in initial and ongoing topic specific training sessions

### **Additional Duties:**

- Participate in other meetings and activities as required
- Other duties as assigned by the Director of Youth and Education Services
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Be able to effectively refer community members to wraparound services within NAYA Family Center programs and staff
  - Input data, and maintain NAYA and/or contractually required information database systems to track work and outreach information
    - Includes entering data, assisting and/or preparing periodic reports
    - Database examples include but are not limited to: Efforts to Outcome (ETO), Raisers Edge, etc.
  - Participate in activities, trainings and/or meetings to ensure program outcomes are achieved

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- Represent NAYA with the utmost professionalism at community events and other public relations opportunities
- Work as an active member of departmental team
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff

## **Qualifications:**

### Education & Training:

- Bachelor's Degree in Public Health, Native American Studies, Public Administration, Education, Social Work, or similar field preferred
  - A combination of equivalent education and experience may be an acceptable substitute
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

### Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Two (2) or more years of experience in community outreach services providing health information, advocacy, social support and assistance in using the health care system to groups and families
- One (1) or more year of experience in direct service, education support, youth development, and/or human services with low-income and/or culturally diverse populations preferred
- Demonstrated ability to advocate on behalf of children and/or families

### Skills:

- Ability to work appropriately and effectively with Native American/Alaskan Native communities in addition to other communities of color
- Experience using popular education (or empowerment education) specifically with youth and/or communities of color
- Existing relationships and trust within communities most affected by youth violence
- Expert knowledge and familiarity working with or navigating the justice system
- Ability to collaborate with others as an active and productive team member and team leader (including staff members, community volunteers, and program participants)
- Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- Exceptional written communication skills, including preparing publications that are error-free, and applying highest standards of integrity to document composition
- Exceptional verbal communication skills, including persuasive oral communication, leading public presentations, and engaging in active listening
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** 40% office/classroom, 60% outside office including travel time.

### **Physical Requirements:**

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.

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- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** Some travel may be required.

## **Other Requirements:**

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check)

## **Application Procedures:**

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

**Application Deadline:** September 5, 2017 at 11:59 p.m.

**Attention:** Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

**Please send application materials to:**  
Human Resources  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [HR@nayapdx.org](mailto:HR@nayapdx.org)