



# 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>Contract Compliance Officer</b>
<b>Department/Program:</b>	Operations & Finance
<b>Employment Status:</b>	Regular, Full-time, Non-Exempt
<b>Compensation:</b>	\$45,000 annually + DOE
<b>Benefits:</b>	Paid time off includes accruals of sick and vacation hours and paid holidays (see agency Personnel Policy manual). 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>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Director of Finance
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	June 2017

### Position Description:

NAYA provides critical services and opportunities for improved livelihoods. Because of this, NAYA’s funding landscape is complex, including revenue flowing from federal, state, county and city contracts, non-profit sub-awards, as well as foundation grants. The Contract Compliance Officer is responsible for overseeing and monitoring all aspects of NAYA contracts, to ensure compliance with all contract and grant requirements, from accounting, reporting to program deliverables in a timely fashion. The Contract Compliance Officer will develop, initiate, maintain and revise policies and procedures for the general operation of the compliance program. The position involves ensuring NAYA adheres to regulations associated with state, local, government and private funding that is redistributed by NAYA. The contract compliance officer will also coordinate compliance and reporting with NAYA meal programs. This role will interface regularly with Finance, Development and NAYA program leadership.

### Essential Functions:

#### Contract Compliance

- Monitor and track all current NAYA contracts, to include government contracts, non-profit sub-contract and sub-recipient awards, professional service agreements, MOU’s and other contracts.
- Establish and manage database to track grant and contract requirements, reporting and deliverables.
- Develop and improve processes and procedures to effectively manage contracts and collaborate with various stakeholders, from external parties to program managers and finance.
- Ensures all contract compliance and reporting requirements are delivered per stated deadlines.
- Leads information sessions, provide written summaries and notifies management on compliance requirements, details and deadlines.
- Collects and organizes supporting documentation for RFP’s, contract submission and reporting. Submits NAYA information in accordance with contract procurement process and reporting requirements.

# NAYA Family Center | Contract Compliance Officer

- Coordinates with finance, program management and kitchen manager for reporting, monitoring and compliance in all meal programs, NAYA participates in, from National School Lunch Program to summer food programs.
- Supports program managers in ensuring program qualification and documentation requirements are being met and reporting is done in a timely and thorough manner.
- Document all contract compliance activities.
- Work with research and evaluation staff to ensure program initiatives are appropriately evaluated and adapted for continuous improvement.
- Coordinate with Data & Reporting Manager to ensure all data is entered into ETO database in a timely and complete fashion to support data collection and reporting requirements for contracts and NAYA's data management needs.
- Provides recommendations to the Director of Finance when contract requirements need to be adjusted, as well as process and policy improvements for effective contract compliance management.
- Develops and supports internal audits established to monitor effectiveness of compliance standards, regulations and contracts. Actively supports annual external audits and fiscal monitoring site visits.

## Grant Compliance

- Monitor and track all public and private grants.
- Coordinate with program managers and Development Department to ensure timely compliance and reporting on all grants.
- Ensures successful grant making in partnership with staff through stewarding internal grants team.
- Work with research and evaluation staff to ensure grant-making initiatives are appropriately evaluated and adapted for continuous improvement.
- Contribute to the preparation of reports for public and private funders related to grant deliverables.
- Work collaboratively with project staff and partners to align program support activities with existing leveraged resources.

## Sub-recipient Monitoring

- Manage sub-award grants and contracts and their associated documentation and reporting requirements.
- Conduct fiscal monitoring and risk assessment on all sub-recipients.
- Ensure sub-recipients are adhering to reporting and deliverables related to their contracts.
- Remain current on state, local and federal regulations of NAYA funding sources and ensure sub-recipients adhere to regulations.

## Qualifications:

### Education & Training:

- Bachelor's degree in business, organizational management, or related field
- 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

### Experience:

- Minimum 5 years' professional contract compliance management experience
- Experience with compliance monitoring and desk reviews of funded programs
- Budget management and regulatory compliance experience
- Experience working within diverse populations
- Experience working specifically with the urban and reservation Native population, including working within a Native American tribe, organization, board, program, or community preferred

### Skills:

# NAYA Family Center | Contract Compliance Officer

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Excellent attention to detail and organizational skills
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Publishing or other graphics program
  - MS Excel
  - MS Outlook
  - Database (MS Access or others)

**Work Environment:** 90% office, 10% outside office including travel time.

**Physical Requirements:** lifting a maximum of 25 pounds, sitting for extended periods of time.

- The employee must occasionally lift and/or move up to 25 pounds.
- *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:**

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: 7/31/17**

**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.

**Please send application materials to:**

Attn: 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)