



# 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>Homeownership Administrative Specialist</b>
<b>Department/Program:</b>	Community Engagement & Development/Homeownership
<b>Employment Status:</b>	Full time, non-exempt, 40 hours per week
<b>Compensation:</b>	Starting rate is \$15.00 per hour. 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 1 year 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 Community Development and/or Homeownership Program Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	March 2017

### Position Description:

This position is responsible for completing assigned tasks and activities that comply with funding requirements focused on homeownership program goals under the direction of the Homeownership Coach and the Director of Community Development. The position primarily performs administrative duties (60%), outreach and marketing duties (30%) and general event/activity coordination (10%).

### Essential Functions:

- Create and maintain electronic and paper files related to the management of client caseloads, as well as educational workshops and seminars, for compliance purposes
- Input data, and maintain contractually required information in database systems
  - Includes entering client data, tracking educational workshops and seminars assisting and/or preparing periodic reports
  - Database examples include client management and education tracking systems for HUD grants and the City of Portland
- Collaborate with program partners outside of the agency via appropriate communication methods (email, phone, etc) to collect, assess, and evaluate aggregate client and program data
- Prepare, maintain and disseminate promotional materials for educational workshops and seminars
- Site planning and preparation for educational workshops and seminars, including set-up of rooms, placing catering orders, and managing the guest list
- Assistance with outreach and marketing activities, including:
  - outreach to Native businesses and organizations in the Metro area
  - preparation/implementation of Homeownership Program Orientations
  - preparation/implementation of the annual Native American Housing to Homeownership Fair

### Additional Duties:

- Other duties as assigned by the Director of Community Development and/or Homeownership Coach
- Additional NAYA Family Center Duties:

# NAYA Family Center | Position Description: **Your Job Description Name**

- Understand and adhere to confidentiality standards
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- Input data, and maintain agency-wide contractually required information in “Efforts to Outcomes” database systems to track client information
  - Includes entering client data, assisting and/or preparing periodic reports
- 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:

- Two years of experience as an administrative assistant or closely related position preferred
- Associate’s Degree preferred
- Broad-based understanding of the home purchase process preferred
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaska Native community and issues surrounding the Urban Indian experience

### Experience:

- Experience working within diverse populations required
- Experience working specifically with the urban and reservation Native population, including working within a Native American tribe, organization, board, program, or community preferred
- Demonstrated understanding of contract language and compliance oversight
- Demonstrated understanding of the home purchase process

### Skills:

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, including active listening, verbal and written, and public presentation skills
- Attention to detail
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Publishing or other graphics program
  - MS Excel
  - MS Outlook
- Database use, including Efforts to Outcome (ETO), HomeCounselor Online, ServicePoint, Outcome Tracker desired

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

**Physical Requirements:** lifting a maximum of 30 pounds, sitting for extended periods of time.

- 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.
- 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: May 4, 2017**

**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:**

Lorilee Morsette, Human Resource Manager  
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)