



Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218
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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

Position:	Reconnection, Culture and Preservation Specialist
Department/Program:	Youth and Education Services Department/College and Career Services
Compensation:	Starts at \$15.00 – \$18.00 hourly or commensurate with experience
Benefits:	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 ten 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.
Employment Status:	Regular, Full-Time, Non-Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	College and Career Readiness Manager
Job Location:	Portland, OR
Created/Revised:	September 2016

Position Description:

As a member of the College and Career Readiness team, the Reconnection, Culture and Preservation Specialist leads two programs, the Young Native Ambassadors Program (YNAP), and a place based geography program within the Early College Academy, NAYA’s on site private alternative education high school. YNAP is a yearlong leadership program geared toward Native American at-risk youth ages 16-24. YNAP prepares youth for continuing education and/or career opportunities by engaging them with their culture, community, and mentors while linking them to education and leadership/professional development. The place based geography program seeks to build capacity within the ECA to promote a stronger connection between Native and underserved youth to their local environment through place-based geography and local indigenous history. The staff person will work to either coordinate presentations or directly provide place-based and culturally specific lessons infused with science, social studies, and STEAM/STEM-based learning. These lessons will focus on connecting youth with local indigenous culture, history, and geography, while getting youth into the field with out-of-classroom trips and projects designed to engage them and stimulate their desire to learn about their local geography.

This position will recruit youth to both the YNAP program and the Sunrise East program by focusing on youth that are eligible for the services of Sunrise East, NAYA’s Youth Career Skills Development Program. Primary responsibilities focus on providing comprehensive YNAP program management services, including program planning, development, coordination, assessment/evaluation, and oversight, as well as organizing recurring and special events (such as workshops, trainings, or outreach events).

Essential Functions:

Place-based geography work

- Provide and/or coordinate presenters for lessons to ECA students focused on topics of intersectionality; an example includes the connection between rivers and indigenous salmon communities and forests and their importance to indigenous cultures
- Lead efforts to support youth in examining the local geography in relation to indigenous diasporas and culture shifts, in addition to issues like climate justice
- Become the NAYA lead on placed based geography being incorporated into our yearly spring break camp including service learning, geography lessons, and overnight trips.

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YNAP work

- Manage case load of YNAP program participants to ensure a successful path to self-sufficiency and achieve project outcome goals in accordance with agency policies and procedures in a way that best meets clients' needs, including tasks such as:
 - Outreach to prospective program participants (recruiting and enrolling) with a focus on dual enrollment in Sunrise East
 - Performing intakes and assessments
 - Developing career and/or post-secondary education plans
 - Facilitating job search and placement in coordination with youth career skills coaches
 - Supporting and participating in Sunrise East work readiness trainings and skill-building activities
 - Support program retention efforts by providing culturally specific coaching and mentoring services to participants
- Coordinate the activities, services, and communications for the Young Native Ambassadors Program, including:
 - Directly recruiting and/or coordinating recruitment of at least 15 Native American program participants annually to both YNAP and Sunrise East, NAYA's Youth Career Skills Development Program; YNAP participants should meet the criteria for Opportunity Youth (disconnected from education and employment)
 - Scheduling and facilitating culturally specific trainings and meetings
 - Regularly communicating with YNAP participants and family members
 - Developing, implementing, and recording program evaluation tools
 - Creating program summaries and success stories as needed (for grant writing and other purposes)
 - Provide individual coaching services (as time permits) or coordinate coaching supports within the College and Career Readiness Team and recruited mentors
- Work to engage youth in leadership opportunities and spaces such as the Portland Youth & Elders Council (PYEC) and the Generation Indigenous Challenge White House Initiative

General Organizational and Program Duties

- Foster collective impact efforts within NAYA's College and Career Readiness team, partnering organizations, and community members, including:
 - Coordinating training events and service opportunities
 - Developing strong working relationships between community partners and NAYA staff
 - Co-case managing youth who are enrolled in the Sunrise East program.
- Actively promote NAYA's ECA and College and Career Services, specifically the Sunrise East and YNAP programs, including its events and activities in collaboration with program participants, including:
 - Designing and distributing marketing materials and other communications
 - Conducting outreach at community events
 - Strong communication within NAYA staff
- Perform outreach activities to build participation and community support around leadership opportunities for Native youth
 - Track and record performance data in I-Trac and NAYA internal database Efforts to Outcomes (ETO)

Additional Duties:

- Other duties as assigned by the College and Career Readiness Manager
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - Input data, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database examples include but are not limited to Efforts to Outcome (ETO), Excel and I-Trac
 - Participate in trainings and/or meetings to ensure program outcomes are achieved
 - 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

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Qualifications:

Education & Training:

- Bachelor's Degree required
 - 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

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

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) years of experience in youth development and/or human services with low income and/or culturally diverse populations required
- One (1) year of experience in program planning, coordination, and implementation required
- One (1) year of experience performing duties similar to those listed in the Essential Functions preferred
- Experience with leadership development programming and training
- Experience working with at-risk youth issues, including disengagement in school and work settings preferred
- Demonstrated ability to elicit client participation and involvement

Skills:

- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- Ability to connect with youth in a manner that successfully motivates them to achieve better outcomes
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- 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
- Ability to collaborate with others as an active and productive team member (including staff members, community volunteers, and students)
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- 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: 50% office/classroom, 50% outside office including travel time.

Physical Requirements:

- The employee is occasionally required to stand; walk; run; sit; use hands to 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.

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- 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: Priority applications accepted through October 6, 2016; Open until filled

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
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Fax: (503) 288-1260
E-mail: hr@nayapdx.org