



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

Position:	Policy Coordinator
Department/Program:	Youth and Education Services
Compensation:	\$37,500 - \$38,500 annually to start 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:	Director of Youth and Education Services
Job Location:	Portland, OR
Created/Revised:	July 2015, July 2017

Position Description:

The Policy Coordinator will facilitate development of policy associated with the Future Generations Collaborative (FGC). The FGC is a groundbreaking partnership that is a cooperative circle American Indian and Alaska Native (AI/AN) -serving organizations, AI/AN community members and public health, health care and social services agencies working to increase healthy pregnancies and healthy births and strengthen families in AI/AN communities in order to prevent substance-exposed pregnancies and Fetal Alcohol Spectrum Disorders (FASDs) in urban AI/AN populations living in Multnomah County.

This position will participate in and convene partnerships to increase coordination of policy, systems and environmental changes that serve to accomplish outcome and process goals. At the core of these efforts involves building relationships and engaging with FGC partners, Community Health Workers (CHWs), Elders and Natural Helpers (E/NHs), community members and other stakeholders to identify prioritizing advocacy opportunities. The FGC Policy Coordinator will work to empower and involve local Native-serving organizations, community members and government agencies in development and implementation policy advocacy and systems change strategies that advance the FGC's collective impact goals. This position is primarily a coordination and policy/advocacy position with (80%) spent coordinating to achieve policy and advocacy efforts within the FGC goals; the remaining (20%) of time will be spent performing general administrative tasks. The position will require some travel.

Essential Functions:

The policy coordinator will be expected to ensure the following goals and outcomes are achieved:

- Increasing community capacity and self-determination of Native community members and Native-serving organizations in health promotion planning
- Increasing pathways for Native people and organizations to develop culturally specific strategies and health policies

NAYA Family Center | Position Description: Policy Coordinator

- Expanding capacity among diverse stakeholders to develop, implement and evaluate community identified strategies to reduce substance exposed pregnancies
- Increasing healthy pregnancy planning among urban Native community
- Supporting integration of trauma informed collaborative processes into organizations and systems to improve public-private community partnerships
- Continue to support integration of trauma-informed collaborative process into organizations and systems to improve public-private community partnerships and increase capacity within systems and organizations to effectively partner and serve Native communities;
- Increase capacity among diverse stakeholders to develop, implement and evaluate community-identified strategies to reduce substance-exposed pregnancies and increase healthy pregnancy planning among urban AI/AN.

The FGC Policy Coordinator will also be responsible for:

- Attending monthly FGC and funder partner meetings
- Participate on FGC evaluation and grants committees
- Attending stakeholder meetings as needed to accomplish collective impact and project goals
- Preparing reports on results from advocacy and community organizing efforts
- Ensuring timely communication with other FGC partners and the FGC project manager
- Align strategies and work closely with Engagement Mode to integrate E/NHs and CHWs into policy advocacy roles
- Align strategies and work closely with Education Mode to integrate FASD prevention-intervention best practices into policy-related activities and approaches
- Participate in state-level policy advocacy
- Work closely with other advocacy groups to affect policy and systems change.
- Participate in and convene partnerships to increase coordination and implementation of policy, systems and environmental changes that serve to accomplish outcome and process goals
- As needed, provide education and training on policy making and policy advocacy to CHW and E/NHs cohorts and FGC organizational partners
- Build relationships and engage FGC partner organizations, CHW, E/NHs, community members and other stakeholders to identify and prioritize advocacy opportunities
- Prepare and submit as needed project work plans to community partners. Work with community partners to ensure activities and timelines are met.
- As needed to advance collective impact goals, develop communications plans including formulating and vetting talking points, media releases and other communications
- In collaboration with FGC partners and other equity-related and advocacy groups, coordinate CHW and E/NH and other Native community members to participate in policy advocacy opportunities
- Work closely with other advocacy groups to affect policy and systems change
- Working with community partners to ensure activities and timelines are met

Additional Duties:

- Other duties as assigned by Director of Youth and Education Services
 - Note: No more than 5% of FTE can be spent on non-FGC related activities.
- 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), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
 - Participate in trainings and/or meetings to ensure program outcomes are achieved

NAYA Family Center | Position Description: Policy Coordinator

- 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 policy, public health, and/or Native American/Indigenous Studies required
 - Master's degree, preferred (in similar fields as listed above) , though equivalent education and experience will be considered
- A background in public health
- Strong knowledge of policy coordination and advocacy
- Knowledge of FASD prevention-intervention strategies and approaches

Experience:

- Lived/worked experience within American Indian communities
- Background in public health and community-based participatory research and planning
- Demonstrated ability to network and build relationships
- Practice with using relational world view and Indigenous ways of knowing and doing to plan, coordinate and evaluate a community-based planning process

Skills:

- Systems thinker
- Able to take care of oneself while navigating white privilege and white fragility and/or demonstrated ability to be self-reflective and committed to practice of dismantling white privilege
- Commitment to personal development and healing
- Understanding of legislative process
- Understanding and practiced application of collective impact and other collaborative models
- Ability to work effectively with people whose life experience different from your own, including effective communication with people from diverse backgrounds
- Demonstrated ability to remain effective and professional when navigating institutional racism
- Demonstrated commitment to the practice of dismantling institutional racism
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 80% office/classroom, 20% outside office including travel time.

Physical Requirements:

- The employee may be required to sit 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.*

NAYA Family Center | Position Description: **Policy Coordinator**

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: August 30, 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