



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:	Civic Engagement Coordinator
Department/Program:	Community Development
Compensation:	\$45,000 - \$50,000 depending on 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 twelve 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:	Full-time, non-exempt status
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	None
Reports To:	Community Engagement Manager
Job Location:	Portland, OR
Created/Revised:	December 2017

Position Description:

The Civic Engagement Coordinator creates opportunities that develop a stronger, intentional, and unified civic voice for Portland’s Native community. This position will build leadership skills for community members by developing and/or connecting them to trainings, workshops, volunteer opportunities, boards, and commissions. The Civic Engagement Coordinator will collaboratively develop strategic policy recommendations regarding community-defined priorities, and work with other communities of color on targeted advocacy and policy analysis. This position will create meaningful, long-term, and powerful relationships with community members successfully utilizing grassroots and grassroots organizing skills. Primary responsibilities also include program planning and development, community building/advocacy, event planning/coordination, and facilitation/coordination of community-based leadership including Oregon LEAD and Portland Youth & Elders Council. This position will also serve as the initial point of contact for community members interested in volunteering at NAYA. The Civic Engagement Coordinator will strengthen current systems for community outreach, volunteer recruitment, training, and placement.

Essential Functions:

- Plan, organize, and facilitate strategic leadership development, civic engagement, volunteer, and community building opportunities within Native American community.
- Proactively engage in identification and recruitment of Oregon LEAD participants.
- Support Oregon LEAD program participants’ leadership development experience by developing, planning, attending and supporting with logistics of workshops, trainings, retreats, presentations, networking events and other leadership opportunities.
- Coordinate and participate in cross-cultural partnerships that builds a broad support network toward common goals, including:
 - Climate Justice Collaborative
 - Coalition of Communities of Color Bridges Initiative
 - Office of Neighborhood Involvement Diversity & Civic Leadership Program

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- Youth and Elders Council and its Steering Committee
- Participate in and contribute to NAYA's Advocacy and Policy Team activities including monthly meetings
- Work closely with Community Development Program Improvement Specialist to collect, track, record, and analyze client/participant data
- Utilize multiple communications tools and tactics to intentionally and effectively mobilize participants and demonstrate a strong presence on specific days of action
- Collaborate with staff members and leadership across all NAYA programs to systematically align efforts and initiatives including the placement and training of community members into volunteer roles in appropriate NAYA programs, projects and/or special events

Additional Duties:

- Assist Youth and Elders Council and Steering Committee in building social and political capital through the development of a common agenda and action items on key areas of community interest
- Increase the diverse representation of government and civic boards and committees through intentional recruitment and targeted programs like Oregon LEAD and Native networking events
- Perform community outreach with government, nonprofit agencies, business, corporate and community groups to support the objectives and activities of relevant programs
- Support with successful organizing of community events, meetings, and any necessary logistics
- Help develop a stronger organizational presence at flagship community events, including Delta Park Powwow
- Understand and adhere to confidentiality
 - Support coordination of wraparound services effectively with other NAYA Family Center programs and staff
 - Input data into Efforts to Outcomes database, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Participate in trainings and/or meetings to ensure program outcomes are achieved
 - Represent NAYA with 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
- Support Community Engagement Manager and Community Development Director with grant and report writing activities
- Conduct trainings and orientations for community members being placed into volunteer roles
- Maintain accurate records including application, attendance, hours, regarding volunteers
- Other duties as assigned by immediate supervisor

Qualifications:

Education & Training:

- 3+ years of experience working within an urban Native community setting
- Knowledge of Portland community resources, partners and regional political landscape.
- Comprehensive knowledge of Native American history, an in-depth understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience

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:

- Minimum of three (3) years of experience with low income and culturally diverse populations focused on community organizing, advocacy, and/or policy analysis
- Demonstrated ability to organize and facilitate meetings and community events

Skills:

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- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Excellent communication skills such as active listening, verbal and written, including public presentation
- Proficient computer skills including web-based research, database use, and Microsoft Office applications

Work Environment: 70% office/classroom, 30% 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.
- 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: 1/15/18

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:

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