



## **Native American Youth and Family Center**

5135 NE Columbia Boulevard | Portland, Oregon 97218  
P (503) 288-8177 | F (503) 288-1260 | [www.nayapdx.org](http://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>Development Communications Coordinator</b>
<b>Department/Program:</b>	Development and Communications
<b>Compensation:</b>	\$30,000 - \$35,000
<b>Benefits:</b>	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 12 paid holidays per calendar year. NAYA also provides medical, dental, vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
<b>Employment Status:</b>	Regular, Full-time, Non-Exempt
<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 Development
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	February 2018

#### **Position Description:**

The Development Communications Coordinator contributes to the Development Department with communications and event support. An integral member of our Development and Communications team, the Development Communications Coordinator supports our fundraising and communications strategy, and is passionate about story-telling and raising revenue and awareness for NAYA’s mission and work.

#### **Essential Functions:**

- Communications
  - Develop and write stories that celebrate NAYA’s work and mission for Social Media and other communications tools:
    - Write and schedule social media posts, including Facebook, Twitter and Instagram
    - Write stories and articles for monthly enews and quarterly printed newsletter
    - Update website, events calendar and blog posts as needed
  - Assist the Director of Development in writing content for key organization publications including newsletters, appeals and brochures
  - Conduct interviews to be used for newsletters, direct mail, website, press conferences, etc.
  - Contribute to NAYA’s photo library by taking photos to document events and programs
  - Design and/or lay out collateral materials as needed
- Auction donation procurement support and maintenance
  - Working with the Development Database Specialist, assist with auction in-kind donation receiving process, assuring timely donation recording and donor acknowledgement
  - Oversee Auction room inventory and maintenance, photographing and cataloging items, updating catalog as needed
  - Assure auction item descriptions are written on a timely basis

# NAYA Family Center | Position Description: **Development Assistant, Temporary/Part Time**

- Event support and administration
  - Oversee Auction displays and logistics at NAYA events
  - Assist with Development event logistics as needed

## **Additional Duties:**

- Other duties as assigned by Director of Development
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
  - Work as an active member of development 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 communications or equivalent education and experience
- Excellent writing skills, in particular writing for social media and blog posts
- 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

### 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
- Experience working in communications and resource development preferred
- Demonstrated ability in social media

### Skills:

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Excellent Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
  - Microsoft Office Suite: Word, Excel and PowerPoint
  - WordPress, Mailchimp, Facebook, Twitter and Instagram
  - Adobe Creative Suite

**Work Environment:** 95% office, 5% outside office including travel time

### **Physical Requirements:**

- Lifting a maximum of 30 pounds, sitting for extended periods of time
- The employee may be required to sit for extended periods of time
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Equipment Used:** Computer, phone copier.

**Safety Considerations:** Some travel may be required.

### **Other Requirements:**

- Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
- Successful completion of a background investigation (including a fingerprint criminal history check)

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## **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: March 12, 2018**

**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 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)