



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:	Cully Boulevard Alliance District Manager
Department/Program:	Community Development
Compensation:	\$47,500 - \$55,000 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:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; evening meetings and occasional weekend events are required
Supervision:	No full-time staff supervision requirements; may supervise volunteers, interns, and/or contractors
Reports To:	Community Development Manager
Job Location:	Portland, OR
Created/Revised:	April 2018

Position Description:

The Native American Youth and Family Center (NAYA) is looking for a motivated, organized, creative, and resourceful individual to serve as its Cully Boulevard Alliance District Manager. The Cully Boulevard Alliance (CBA) exists to promote and foster opportunity economic prosperity that embraces diversity, nurtures community, and empowers Cully residents. Our shared vision is to see community-rooted businesses forming, growing, and thriving in a diverse neighborhood committed to serving and responding to the hopes and dreams of its residents. The CBA District Manager will oversee community economic development primarily targeted on NE Cully Boulevard between NE Fremont and NE Killingsworth St., one of the Prosper Portland Neighborhood Prosperity Initiative Zones. Ideal candidates must have the ability to coordinate community-led economic development projects, prepare and manage budgets, successfully coordinate and integrate diverse stakeholders, and possess strong communication and financial management skills. The CBA District Manager will serve as the primary liaison between Prosper Portland staff, NAYA Community Development leadership, and the CBA Steering Committee, comprised of neighborhood residents, businesses, and partner volunteers. NAYA is a community based organization with more than 130 employees and dozens of education, asset building, and family stabilization programs.

Essential Functions:

- Represent, market, and promote CBA activities to Cully residents, neighborhood and community partners, Cully business owners, and volunteers
- Develop, and implement the program’s goals, objectives, and strategies following an annual work plan established in coordination with the district’s steering committee and NAYA staff
- Monitor the annual program budget and maintain accurate financial records in partnership with the Community Development department’s finance liaison and Community Development Manager

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- Support coordinating Cully Boulevard Alliance steering committee meeting agendas, meetings, and minutes, in partnership with the Chair of the Cully Boulevard Alliance
- Ensure regular and accurate communication between other Neighborhood Prosperity Initiative Managers, Prosper Portland contract managers and staff, NAYA staff and leadership, and Cully Boulevard Alliance partners
- Work with the CBA steering committee and NAYA staff to research and develop fundraising activities for the program including identifying private, philanthropic, and public funding
- Act as a liaison between business owners and existing resources to address challenges, support opportunities for business success that lead to job creation, a safer neighborhood, and improved resident quality of life
- Develop cooperative working relationships with other neighborhood prosperity district managers and community organizations
- Develop and maintain data systems to track the process and progress of the program, including economic monitoring, job creation, business retention, among others
- Accurately manage the distribution of Tax Increment Financing through capital improvement grants to eligible businesses
- Develop and conduct culturally relevant marketing and education campaigns designed to enhance appreciation of the CBA, and foster an understanding of the program's goals

Additional Duties:

- Connect Cully residents and business owners to technical assistance and other support resources
- Motivate, engage, and delegate responsibilities effectively to community volunteers
- Attend to a broad range of activities while still using time effectively and efficiently
- Break down complex concepts and projects into easy to follow steps, create deadlines and tasks, anticipate and adjust for change, set goals, and evaluate results
- 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)
 - 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
- Other duties as assigned by Community Development Leadership

Qualifications:

Education & Training:

- Bachelor's Degree in business, finance, non-profit management, urban planning, community development or 4 years demonstrated work experience in an applicable field and/or community organizing
- 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:

- Knowledge of the Cully neighborhood, Cully business owners, and/or Cully community partners preferred

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- 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 directly with low income or communities of color building assets, supporting small business owners, or creating community wealth
- Demonstrated abilities include: project management, community development, contract management, and program outreach
- Experience supervising volunteers, interns, contractors, or staff is a plus

Skills:

- Strong leadership, strategic planning, marketing, financial management, and communication skills are necessary
- Comfortable speaking in large groups or with individuals
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Bilingual skills are a plus, especially if the second language is predominately spoken within the Cully neighborhood
- Strong computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: Approximately 20% building relationships within the district, 20% program management and administration, 20% attending partner, community, and/or contractor required meetings, and 20% participating, attending or coordinating community and neighborhood events. Not one week is the same for this position.

Physical Requirements:

- The employee may be required to sit for extended periods of time.
- The employee will need to work outdoors and be able to coordinate public events.
- The employee must occasionally lift and/or move up to 30 pounds.

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 a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs>.

Application Deadline: 6/15/18

Attention: Incomplete applications will not be considered. Due to the sheer number of applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description

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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

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5135 NE Columbia Boulevard

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Fax: (503) 288-1260

E-mail: hr@nayapdx.org