



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

**Position:** Data and Evaluation Administrator  
**Department:** Office of the Executive Director  
**Compensation:** \$50,000 - \$65,000 annually  
**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 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.

## Employment

**Status:** Temporary, Regular, Full-time, Hourly, non-exempt  
**Hours:** General hours are 9 am – 6 pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.  
**Supervision:** Supervise database staff, as assigned  
**Reports to:** Executive Director  
**Job Location:** Portland, OR  
**Created/Revised:** 2015/2017/2018

**Position Description:** The Data and Evaluation Administrator will work in coordination and as part of a team with all direct service staff, and across all departments and programs within NAYA to provide the necessary tools and information to ensure the success of participants as defined by grant(s) requirements and the individual participant's goals. Additionally, this position will support holistic research and evaluation efforts for all programs and services at NAYA, communicating these results with NAYA staff and leadership to sustain a culture of strategic outcome and data-based decision making.

## Essential Functions:

- Serve as primary contact with Efforts to Outcomes (ETO) to sustain long-term integrity of client management and reporting system for NAYA Family Center.
- Work as part of a team with direct service staff to provide the tools and information necessary to ensure the success of the participants as defined by the grant(s) requirements and the individual participant's goals. This includes but is not limited to:
  - Obtain knowledge of external reporting requirements determined by source(s) such as County, City, and Federal systems of reporting that monitor progress and outcomes of NAYA programming;
  - Coordinate the collection of internal ETO data with other internal and external data collection systems such as Service Point, Outcome Tracker, and iTrac;
  - Work directly with staff to prepare and implement intake and assessment tools, and training in its use, to determine the most appropriate services and interventions for the participant;



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- Provide and/or facilitate with direct service staff ongoing training and technical support in entering and extracting information from NAYA's Efforts to Outcomes (ETO) client management and reporting system;
  - Provide and/or facilitate with direct service staff real time information as to the participant's involvement in wraparound services across NAYA and progress towards their short-term, mid-term, and long-term success;
  - When necessary, provide and/or facilitate with direct service staff research based, culturally appropriate interventions, services and practices that will increase participants' chances of success;
  - Provide the tools and information necessary to increase communication amongst staff to ensure participant success;
  - Develop and maintain program logic models, and ensure that direct services staff understand what they are and how to use them in their work with participants;
  - Work with direct service staff in preparing internal and grant specific monthly, quarterly, and yearly reports on program specific outcomes;
  - Analyze, interpret and summarize data to produce special reports for program evaluations, grant applications or public information;
  - Assist with the preparation and delivery of evaluation reports including written reports, graphical displays of data and oral presentation;
  - Prepare routine reports with explanations and interpretations of data in tabular, graphical and/or narrative form.
  - Work as part of a team with direct service staff and Program Managers to complete internal program evaluations; promote youth and community involvement in evaluation and learning; and strengthen the capacity of NAYA to measure and document youth needs, interventions, and outcomes.
- Support organization-wide, holistic research and evaluation efforts for all programs and services at NAYA, to maintain a culture of outcome and data based-decision making.  
This includes but is not limited to:
    - Promote a culture of reflection and learning among NAYA direct service staff and participants;
    - Work to develop department and program logic models (outcomes, indicator, and outputs) to ensure that services align with the mission and strategic plan of the organization.
    - Design, modify and administer organization-wide data collection instruments such as surveys and questionnaires;
    - Maintain and customize organization-wide data collection systems, including Efforts to Outcomes (ETO) software;
    - Work with leadership to respond to individual donor requests for data collection and reporting;
    - Prepare reports (including writing text, analyzing data, and preparing charts) summarizing demographic output and outcome information



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- Work with partner not-for-profit organizations and university researchers on collaborative grants to create alignment in evaluation systems and to analyze multi-agency outcome data.
- Disseminate evaluation results to partners, including federal and municipal agencies, foundations, and community organizations;
- Ensure that best practices, procedures and processes are incorporated to the extent possible.
- Create test cases for proposed applications; manage implementation, training and tests upon execution.
- Strong analytical problem-solving skills
- Strong motivation to see participants succeed
- Achieve proficiency with ETO software functionality
- Work collaboratively to build and maintain productive working relationships with department team members and across department teams to make sure client needs are met and inquiries/problems are resolved.
- Maintain a relationship oriented approach to understanding and motivating individuals and the organization. Effectively communicate and treat others with respect and dignity. Actively listen to and facilitate diverse input and contributions.
- Keep current in ETO functionality, research design and statistical methodologies in education, psychology and the social sciences.
- Advocate for increased diversity and equity, and promotes culturally-specific programs and services. Promote collaboration and innovation, and develop the relationships necessary to drive outcomes.

## **Additional Requirements:**

- Other duties as assigned by the Executive Director
- Track record of improving system performance and functionality
- At least two years' hands-on experience in designing and implementing research and/or program evaluation activities for social service programs or organizations.
- At least two years' experience collecting and reporting information in a nonprofit setting.
- Fluency in written and spoken English
- Understanding and adherence to confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff.
- Familiarity with or ability to learn databases including but not limited to: Efforts to Outcomes (ETO), Synergy, Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff.



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## Qualifications and Skills:

- Strong computer skills including web based research, word processing, database management, email, and Microsoft Office programs.
- Ability to work with databases, such as Microsoft Access or similar programs.
- Ability to provide ongoing staff training on data collection methods, evaluation concepts, and use of computers for data entry.
- Experience with spreadsheets, including use of Microsoft Excel.
- Ability to design, modify and/or administer written assessment instruments (pre/post tests and surveys) on youth development topics.
- Experience in design and modification of program logic models/theory of change (or similar planning documentation).
- Experience with statistical analysis packages, including SPSS.
- Experience working with diverse populations, specifically with the urban and reservation Native population, including working with a Native American tribe, organization, board, program, or community. 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.
- At least two years of direct service experience with children, youth, or families; ideally with Native American/Alaska Native peoples, or with other indigenous or multicultural populations.
- Knowledge of local community resources and experience with workforce system and social service agencies, especially low-income and ethnic minority clientele.
- Communication skills, active listening, verbal and written, including public presentation skills.
- Ability to oversee or assist in the completion of focus groups with youth and adult participants.
- Ability to deal effectively with a wide range of individuals and organizations.

## Education:

- Bachelor's degree in public policy, public administration, public affairs, sociology, history, social work or related field that includes background on research and evaluation, outcome measurement, or statistics. For applicants with a Bachelor's degree, a minimum of two years' experience in either: research, evaluation, or program management.
- Master's degree in similar fields preferred.

**Work Environment:** 100% office

## 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, fax, copy machine.



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

**Other Requirements:**

- Valid Driver's License, successful completion of a background investigation, and must be eligible to be an insured driver under NAYA Family Center's liability insurance policy, and remain so during the course of employment.

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: Open until filled, Applications received by 10/01/2018 will receive priority.

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

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E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)