



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:	College Preparation Coach
Department/Program:	Youth & Education Services Department
Compensation:	Starts at \$18 hourly 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 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, Non-Exempt
Hours:	General working hours are 10:00am – 7:00pm (the agency is open 9 a.m. – 6 p.m.); flexible work schedule available upon approval; occasional day shifts, as assigned.
Supervision:	No supervisory requirements
Reports To:	Director of Youth and Education Services
Job Location:	Portland, OR
Created/Revised:	February 2016, October 2018

Position Description:

The College Preparation Coach is responsible for preparing youth ages 24 and under for college readiness and access; this position will primarily focus on high school aged youth with an emphasis on 8th – 10th grade aged youth. Duties include providing direct services aimed to help youth with the college going process, assisting with programming in NAYA's College and Career Center and completing assigned tasks and activities that comply with programmatic funding requirements. The majority of duties for this position are related to providing direct services to clients seeking support to meet their educational goals beyond high school including conducting campus visits that are at times overnight (50% of time). The balance of time is allocated to coordinating service and associated support tasks (20%), performing outreach and relationship building activities (15%), and conducting general administrative tasks (15%).

Essential Functions:

- Provide support, information, referral assistance, and advocacy for youth participating in NAYA's college preparation programs, including:
 - Directly recruit and/or coordinate the recruitment of program participants who are primarily prospective Native American/Alaskan Native, first generation, non-traditional college students
 - Provide a holistic assessment of clients' educational, career, housing, and financial goals, as well as existing community and personal achievements
 - Provide individual coaching services
- Facilitate the use of the College and Career Center and its activities, which include but are not limited to staffing and coordinating College Nights, hosting workshops and/or developing and leading classes

- Develop and facilitate a post-secondary education-focused curriculum for ongoing workshops, including college and career exploration courses within the Early College Academy and as a part of seasonal programming
- Maintain connections with higher education and vocational institutions in order to maintain current knowledge of local educational programs and student support opportunities; organize, transport, and accompany clients on visits to local school campuses and other institutions as needed
- Disseminate information interdepartmentally to ensure the college and career center services offered to students are provided to participants throughout the organization
- Maintain documentation in a timely, thorough and accurate manner in accordance with agency guidelines and as required by funding sources, including:
 - Gathering basic demographic information (such as age, educational level, family and/or intimate relationship information, and current living situation)
 - Documenting and recording all client information and interaction
 - Assisting in database management, including entering client data
 - Preparing required activity reports and participating in program evaluation activities (such as programmatic and fiscal reports)

Additional Duties:

- Other duties as assigned by Director of Youth and Education Services
- Additional College Preparation Coach Duties:
 - Collaborate with members of other NAYA departments in order to develop youth programming that involves post-secondary education as well as student internships and apprenticeships
 - Communicate with the Director of Youth and Education Services regularly about the needs, successes and general operation of youth programming and the College and Career Center
- 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), eSIS, Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
 - Participate in trainings and/or meetings to ensure program outcomes are achieved
 - 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
 - An equivalent combination of education and experience may be an acceptable substitute
- In-depth knowledge about the college admissions and/or scholarship process
- 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) in Path to Scholarships® preferred
- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

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
- One (1) year of college access, admissions, students services or other similar experience strongly preferred
- Demonstrated ability in project management and relationship management
- Demonstrated knowledge and understanding of the local educational system and environment (including the elements necessary for student success) with a proven track record of improving student achievement
- Demonstrated skills in interpersonal communication, collaboration, and conflict resolution

Skills:

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- Ability to scrutinize deliverables for accuracy and completeness, applying a strong attention to detail
- 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
- 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 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 is 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; final approval is overseen by the Office of Youth Violence Prevention)

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: 11:59 PM, October 30, 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:
Human Resources

Native American Youth and Family
Center 5135 NE Columbia Boulevard

Portland, OR 97218

Fax: (503) 288-1260

E-mail: hr@nayapdx.org

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