



## 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

<b>Position:</b>	<b>Business Development Coordinator</b>
<b>Department/Program:</b>	Community Development
<b>Compensation:</b>	\$45,000 - \$55,000, depending on experience
<b>Employment Status:</b>	Regular, Full-Time, Non-Exempt
<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 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.
<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>	Business Development Program Supervisor
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	October 2018

#### Position Description:

The Business Development Coordinator must be passionate about supporting Native entrepreneurs and Native-owned businesses succeed. This position will work closely with the Business Development Program Supervisor to develop a culturally specific, business accelerator and mentor program designed to grow the number of successful Native American businesses, and build prosperity within Portland's Native American community. The Business Development Coordinator will work to ensure that the current participants in the accelerator have the most rewarding and beneficial experience while in the program. This position will serve as the primary accelerator liaison to the businesses in the program. This position will help design and implement business curriculum and workshops, recruit and develop clients and mentors, coordinate and match clients with appropriate business mentors, connect business owners to critical resources, services, and programs that will give them the necessary tools they need, among other duties as assigned. The Business Development Coordinator will also help coordinate three Native-focused marketplaces per year to support vendors sell their products and/or services. The position will work closely with other economic and business development partners like the Oregon Native American Chamber, the Oregon Association of Minority Entrepreneurs, Prosper Portland, Business Oregon, financial institutions, among others, to build key relationships to support Native enterprises. This position will work with our Business Development team to assist clients in growing and supporting their business, as well as additional NAYA programs and services.

#### Essential Functions:

- Serve as primary contact point for accelerator businesses, from application through graduation
- Recommend strategies and tactics that improve the program for businesses through one-on-one coaching and technical assistance
- Manage the schedule for curriculum and mentor visits
- Manage the application process, from initial forms through final selection

# NAYA Family Center | Position Description: **Business Development Coordinator**

- Support recruitment and retention efforts of business clients to access our economic development support services
- Connect clients to professional networks, business mentors, and business/networking opportunities
- Write narrative progress reports, document client progress, successes and challenges and track data
- Conduct community outreach at a variety of business related events
- Maintain positive partnerships and relationships with key contacts in the Native community, public and private sector organizations and other key stakeholders
- Coordinate small and large business services events such as workshops, speaker series, and marketplaces in partnership with our Microenterprise Coach and NAYA staff
- Coordinate in-house business development services and/or workshops including but not limited to:
  - Business review and assessment
  - Bookkeeping and business management strategies
  - Financial planning, financial wellness, budgeting, goal setting, and other courses
  - Market research and analysis
  - Growth strategies development
  - General business support
  - Product marketing
  - Social media strategy

## **Additional Duties:**

- Meet multiple deadlines and workload demands by applying strong organizational systems and efficiently managing time
- 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 in two databases: Efforts to Outcomes and Outcome Tracker
- 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 the Community Development departmental
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff
- Other duties as assigned

## **Qualifications:**

### Education & Training:

- Bachelor's degree in Business, Finance, Accounting, Marketing, Economics, or similar field; or
- Four years experience successfully managing a business/microenterprise

### Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), First 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
- 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 working in finance and/or financial analysis

# NAYA Family Center | Position Description: **Business Development Coordinator**

- Knowledge/experience working with small/start-up businesses
- Demonstrated ability in project management/coordination
- Demonstrated skills in interpersonal communication, collaboration, and conflict resolution

## Skills:

- Comfortable speaking in large groups or with individuals.
- Organized self-starter and motivated
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills
- 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:** 70% office, 30% outside office including travel time.

## **Physical Requirements:**

- The employee may be required to sit for extended periods of time.
- 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:** Open Until Filled

**Attention:** Incomplete applications will not be considered. 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](mailto:hr@nayapdx.org)

