



## **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**

**Position:** **SUN School Program Activities Coordinator, Powell Butte Elementary**

**Department/Program:** Youth and Education Services/SUN Program

**Compensation:** **\$13.00 - \$15.00 depending on experience**

**Employment Status:** Regular, Part-time, Non-Exempt

**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:** Regular, 75% Full Time Equivalency, Non-Exempt

**Hours:** General working hours are 11:30 am – 5:30pm during the school year, 9am—3pm during the summer; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.

**Reports To:** SUN Site Manager

**Job Location:** 3615 SE 174<sup>th</sup> Ave  
Portland, OR 97236

**Created/Revised:** August 2017; Revised 10/30/2018

### **Position Description:**

The SUN School Program Activities Coordinator is responsible for supporting the SUN Site Manager in providing enrichment activities within Powell Butte Elementary school’s SUN Program. Other responsibilities include but are not limited to supporting the daily routine of the school day, supporting P3 programs and other partners that work within the SUN site.

### **Essential Functions:**

- Supporting the SUN Site Manager with all current and future projects.
- Assisting with after school and community event planning, enrollment, and activities.
- Coordinating and leading youth in after school activities.
- Actively promoting culturally responsive approaches to the needs of school youth and their families.
- Assisting SUN Site Manager in family outreach efforts.
- Procuring and maintaining necessary supplies for programs and activities.
- Recruiting community partners and volunteers to support SUN after school activities and events.
- Collaborate with and support outside agencies with their programs for SUN students.

# NAYA Family Center | Position Description: Cultural Arts Coordinator

- Collect and record client data and evaluation tools for the purposes of data entry as well as grant requirements. Data entry and evaluation will take place for both the youth participants and adult volunteers.
- Facilitate monthly Harvest Share distributions and report on event in a timely manner to the Oregon Food Bank.
- Assist in database management, including entering client data.
- Support P3 programming where needed.
- Manage voicemails to SUN landline.
- Help create flyers/media print/newsletter articles/community list-serve and website postings promoting and advertising community events.
- Outreach to community for events and activities.
- Other duties as needed.

## **Additional Duties:**

- Other duties as assigned by the SUN Site Manager, and Director of Youth and Education Services
- NAYA Family Center/SUN School program 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.
- 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
    - Examples include but are not limited to: Efforts to Outcome (ETO), Service Point, 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/ Combination of high school diploma and experience may be an acceptable substitute

### Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED)

### Experience:

- Experience working within diverse populations (specifically with the urban and/or reservation Native American population, including working within a tribe, board, or other organization. Also minorities and/or people of color) strongly preferred.
- Experience in after school enrichment programs and/or community engagement.
- Demonstrated ability coordinating groups, especially youth or volunteers.
- Experience working with the population at Powell Butte Elementary. Knowledge of the community and have existing relationships with the kids and families.

# NAYA Family Center | Position Description: Cultural Arts Coordinator

## Skills:

- Ability to work with people from all backgrounds and situations appropriately, including effective communication with multiple stakeholders including parents, students, Native American Youth and Family Center Staff, Multnomah County representatives, community partners and school staff.
- Bilingual; English-Spanish or other language.
- Communication skills, active listening, verbal and written, including public presentation skills
- Strong Community Building Skills
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** 85% after school program areas, 15% 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, 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; see [http://www.pps.k12.or.us/files/security-services/Disqualifying\\_convictions.pdf](http://www.pps.k12.or.us/files/security-services/Disqualifying_convictions.pdf) for more information)

## **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:** January 31, 2019

**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

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