



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:	Community Development Policy Coordinator
Department/Program:	Community Development
Compensation:	\$45,000 - \$55,000, depending on years of experience
Benefits:	Most employee benefits are prorated by FTE Percentage, including paid time off, insurance policy contributions, and 401K match. Paid time off includes accruals of sick and vacation hours and paid holidays (see agency Personnel Policy manual). NAYA also provides medical, dental, vision 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 9:00am-6:00pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	None
Reports To:	Director of Community Development
Job Location:	Portland, OR
Created/Revised:	January 2019

Position Description:

We are looking for a mission-driven professional with demonstrated experience to lead our economic development and housing policy work. A successful candidate will possess political and/or advocacy experience, a strong background in leading policy advocacy and project/program management. The CD Policy Coordinator will partner with department leadership to set an external policy and advocacy agenda and implement outreach strategies to engage external stakeholders. This position will guide strategic planning efforts and tactics, including but not limited to community advocacy, stakeholder relationships, and initiative development and implementation. This position oversees research into policy issues and manages the development of housing and economic development policy priorities in collaboration with partner organizations, internal staff members, organizational leadership, and clients. The CD Policy Coordinator will provide detailed analysis of legislative issues affecting the Native American community, particularly as it relates to housing and economic development. It will serve as one of the primary points of contact with legislative and government personnel and agencies. The Coordinator will work closely with the Director of Community Development in developing a comprehensive advocacy agenda to advance NAYA’s work through policy research and analysis utilizing community-based research techniques and building relationships with partner organizations, experts, and government institutions.

Essential Functions:

- Build and manage relationships, and strengthen partnerships, with external stakeholders, including Oregon Housing and Community Services, Business Oregon, the Oregon Health Authority, Multnomah County, among other critical agencies
- Represent policy positions to systems mentioned above, business organizations, and other stakeholders
- Build relationships with legislative staff, and key individuals within administrative agencies including elected officials

NAYA Family Center | Community Development Policy Coordinator

- Develop and maintain relationships with key policymakers and other government agency officials to coordinate efforts to shape public policy initiatives
- Monitor the external environment to evaluate current climate that could impact the Native American community. Provide clear analysis and strategic recommendations on policy and advocacy issues to department leadership.
- Manage budgets, program timelines, work plans, strategic partnerships, and consultants as appropriate
- Coordinate activities dedicated to increasing housing opportunity through advocacy for resources and policy tools at the state level
- Collaborate with partners and colleagues to develop engagement strategies and mobilize community members
- Provide technical assistance and identify opportunities to integrate policy work into NAYA's Oregon LEAD and/or Portland Youth and Elders Council programs
- Collaborate with NAYA communications and community engagement staff to develop messaging and implement multi-channel media strategies to drive and enhance advocacy messages
- Establish and maintain sound networks and working relationships with internal and external stakeholders
- Work with Community Development direct service staff to understand the link between their daily work activities and systems change work, and provide technical and advocacy trainings as needed
- Research, track, and analyze emerging policy and systems change matters
- Oversee budgets, report writing, record keeping, and tracking of program outcomes
- Lead in preparation of talking points, fact sheets, and action alerts for policy campaigns
- Serve on various community committees, boards, and policy tables as assigned by the Community Development Director
- Communicate with legislative staff and agency officials through in-person meetings, written communications, and phone calls
- Develop NAYA economic/community development policy agenda through research and analysis utilizing community-based research techniques, including facilitating stakeholder focus groups.
- Participate in Policy Advocacy Team meetings and support the group by contributing to policy campaign strategies for the organization and NAYA's legislative day of action

Additional Duties:

- Maintain positive partnerships and relationships with key contacts in the Native community, public and private sector organizations, and other key stakeholders
- Translate complex ideas into clear and concise written products
- Manage deadlines, tasks, anticipate and adjust for change, set goals and evaluate results
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Support the coordination of 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 the Community Development Department
 - 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 the Community Development Director

Qualifications:

Education & Training:

NAYA Family Center | Community Development Policy Coordinator

- Bachelor's degree in public policy, communications, political science, sociology, urban planning or related field, or a minimum three (3) years of experience in coalition building, community advocacy, public policy, or non-profit leadership experience
- Knowledge of systemic political, economic and social issues affecting the Native American community and other vulnerable populations
- 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:

- Experience in designing and implementing advocacy campaigns or civic programs to advance underserved communities
- Experience working within diverse populations, specifically with the urban Native American population, strongly preferred.
- Demonstrated experience in the creation, execution, and evaluation of policy initiatives.
- An understanding of systemic racism and inequity and how it intersects with public systems.
- Experience working with policy-makers, the media, community organizations and coalitions.
- Experience in the interaction between politics, policy, civic engagement and community organizing.

Skills:

- Excellent interpersonal communication, collaboration, conflict resolution, and strong writing skills
- Strong attention to detail and strong work ethic
- Ability to manage stress and remain flexible in a changing environment
- Strong facilitation and project management skills
- Demonstrated ability to work both independently and as part of a team
- 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
- Ability to be flexible and adaptive to successfully achieve the functions of the position as described in the job responsibilities
- Employ critical thinking and good judgment in decision making; must be politically resilient and comfortable with occasionally take positions that may be unpopular or controversial
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills
- Strong organizational and time management skills with exceptional attention to detail
- Communication skills, active listening, verbal and written, including public presentation skills
- Strong 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:

- 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)

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

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
Native American Youth and Family Center
5135 NE Columbia Boulevard
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