



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 Advocacy Coordinator
Department/Program:	Community Development
Compensation:	\$40,000 - \$50,000 annually, 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, 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 9:00am-6:00pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	None
Reports To:	Community Prosperity Manager
Job Location:	Portland, OR
Created/Revised:	April 2019

Position Description:

We are looking for a mission-driven, dedicated, and passionate individual to support our community engagement and development programs. A successful candidate will possess advocacy experience, a strong background in non-profit/community organizing, and/or program management. The Community Advocacy Coordinator will partner with community engagement staff to develop a community-informed and community-led advocacy agenda. This position will support our Civic Engagement Coordinator successfully execute our leadership development and civic engagement programs, including Oregon LEAD and Portland Youth & Elders Council. The Community Advocacy Coordinator will serve as an organizational liaison while conducting community outreach, and create meaningful, long-term, and powerful relationships with community members successfully utilizing grassroots organizing skills. Primary responsibilities include program planning and development, community building and advocacy, event planning and organizing, and facilitation of community meetings.

Essential Functions:

- Develop and maintain relationships with community members to coordinate efforts to shape a community advocacy agenda
- Monitor external policies that could negatively impact the Native American community.
- Manage project timelines, work plans, partnerships, and consultants as appropriate
- Collaborate with partners and colleagues to develop engagement strategies and mobilize community members
- Provide logistical support to NAYA’s Oregon LEAD and/or Portland Youth and Elders Council programs
- Collaborate with NAYA community engagement staff to develop advocacy messaging
- Establish and maintain effective working relationships with internal and external stakeholders
- Work with Community Development direct service staff to understand clients’ lived experience
- Participate in and contribute to NAYA’s Advocacy and Policy Team activities including monthly meetings

Additional Duties:

- Maintain positive partnerships and relationships with key contacts in the Native community and other key stakeholders
- 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 Prosperity Manager

Qualifications:

Education & Training:

- 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 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.

Skills:

- Excellent interpersonal communication, collaboration, and conflict resolution
- 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
- Employ critical thinking and good judgment in decision making
- 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

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- 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
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org