



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:	Cully Business Development Coordinator
Department/Program:	Community Development
Compensation:	\$45,000 - \$55,000, depending on experience
Employment Status:	Regular, Full-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 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.
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Community Prosperity Manager
Job Location:	Portland, OR
Created/Revised:	April 2019

Position Description:

The Business Development Coordinator must be passionate about supporting Cully-based entrepreneurs and businesses. This position will work closely with the Cully Boulevard Alliance, and Our42nd District Managers to develop place-based programming, increase the success of businesses in Cully, and build community wealth for the neighborhood. This position will design and implement business workshops, connect business owners to critical resources, help businesses establish a retail presence, and serve as the primary liaison to businesses that work with Cully Boulevard Alliance and Our42nd. The position will work with NAYA’s Business Development team, under the supervision of the Community Prosperity Manager, 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 Cully based businesses, focusing primarily on businesses associated with Cully Boulevard Alliance and Our42nd
- Develop and implement place-based economic development strategies
- Support recruitment and retention efforts of business clients
- 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 economic development community, public and private sector organizations and other key stakeholders
- Coordinate small and large business services events such as workshops and speaker series

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 department
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff
- Explore opportunities for land development in Cully
- Build workforce development opportunities
- 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 small business

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
- Knowledge/experience working with small/start-up businesses
- Demonstrated ability in project management/coordination
- Demonstrated skills in interpersonal communication, collaboration, and conflict resolution
- Experience operating and/or running a retail store

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

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

- Database use
- Email

Work Environment: 50% office, 50% 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:

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. 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