



## **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**

<b>Position:</b>	<b>Early Childhood Advocacy Coach</b>
<b>Department/Program:</b>	Family Services Department
<b>Compensation:</b>	\$17.00 per hour
<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 ten 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>Employment Status:</b>	Regular, part time, Non-Exempt
<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>	Foster Care Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	February 7, 2019

#### **Position Description:**

The Early Childhood Advocacy Coach will facilitate development of Advocacy associated with Early Childhood programming at NAYA Family Center. NAYA has a strong early childhood services array, and this position will be instrumental in aligning our programming, conducting impact evaluations, and partnering with other child servicing agencies to create and advocate for policies that push early childhood work forward in the Native community. This position will participate in and convene partnerships to increase coordination of policy, systems and environmental changes that serve to accomplish outcome and process goals. At the core of these efforts involves building relationships and engaging with systems including early childhood education, K-12 systems, other culturally specific service providers, community members and other stakeholders to identify prioritizing advocacy opportunities

#### **Essential Functions:**

- Coordinate and facilitating action planning meetings
- Prepare and submit as needed project work plans to community partners. Work with community partners to ensure activities and timelines are met
- Represent NAYA at a policy and systems change level with stakeholders
- Develop communications plan including formulating and vetting talking points, media releases and other communications
- Coordinate participation in community advocacy opportunities
- Attend stakeholder meetings, as needed to accomplish project goals
- Prepare reports on results from advocacy and community organizing efforts
- Assist with and serve as internal coordinator for the assessment, research and evaluation activities described in this contract
- Serve as the policy liaison to community partners

# NAYA Family Center | Position Description: **Early Childhood Policy Advocate**

- Plan, coordinate and evaluate a culturally-relevant community-based planning process
- Align strategies and work closely with Foster Services Manager to integrate policy advocacy into Early Childhood work
- Participate in state-level policy advocacy
- Deliver trainings and support capacity building on advocacy and policy work within community
- Work closely with other advocacy groups to affect policy change.

## **Additional Duties:**

- Other duties as assigned by Child and Family Services Manager
- 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
    - Database examples include but are not limited to: Efforts to Outcome (ETO), 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:

- Some College experience in a related field preferred, although a combination of equivalent education and experience may be an acceptable substitute
- Strong knowledge of policy coordination and advocacy

### Experience:

- Lived/worked experience of American Indian communities
- Demonstrated ability to network and build relationships
- Demonstrated knowledge of policy advocacy and the early childhood and/or K-12 systems
- Practice with using relational world view and Indigenous ways of knowing and doing to plan, coordinate and evaluate community-based programs

### Skills:

- Systems thinker
- Able to take care of oneself while navigating white privilege and white fragility and/or demonstrated ability to be self-reflective and committed to practice of dismantling white privilege
- Commitment to personal development and healing
- Understanding of legislative process
- Understanding and practiced application of collective impact and other collaborative models
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
  - Web-based research
  - Word Processing

# NAYA Family Center | Position Description: **Early Childhood Policy Advocate**

- 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](mailto:hr@nayapdx.org)