

# NAYA Family Center | Position Description: Cultural Arts Coordinator



## 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>Cultural Arts Coordinator</b>
<b>Department/Program:</b>	Youth and Education Services
<b>Compensation:</b>	<b>Starts at \$18-\$20/per hour or commensurate with experience</b>
<b>Employment Status:</b>	Regular, 100% Full Time Equivalency, Non-Exempt
<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>Hours:</b>	Monday – Friday 9-6pm, Twice Monthly Cultural Arts Nights
<b>Supervision:</b>	Volunteer team of Cultural Experts, Dance and Drum Instructors
<b>Reports To:</b>	Culture Education and Wellness Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	January 2019

### Position Description:

The Cultural Arts Coordinator is responsible for coordinating cultural arts enrichment activities within the Youth and Education Services Department. This position provides direct support to Native American students by offering classes within our After School Learning Center, seasonal camps and bi-weekly community cultural arts night. The Cultural Arts Coordinator position has the responsibility of coordinating the Cultural Arts Program including coordinating presentations; orienting and training part-time personnel; identification, recruitment and enrollment of program participants; keeping inventory of program supplies; and collecting and recording data for evaluation.

### Essential Functions:

- Recruitment, training and supervision of instructors/presenters for twice a month Dance, Regalia, Arts and

# NAYA Family Center | Position Description: Cultural Arts Coordinator

Drum classes.

- Create a yearly cultural arts activity calendar and organize, plan and implement weekly Dance, Regalia and Drum classes and Monthly Culture Classes.
- Develop lesson plans, instructional materials, and performance goals in accordance with methods prescribed by the school administrator
- 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.
- Assist in database management, including entering client data.
- Create flyers/media print/newsletter articles/community list-serve and website postings promoting and advertising cultural arts activities and classes.
- Purchasing and inventory of cultural arts supplies and maintain storage.
- Assist with the preparation for an end of the year event for Dance, Regalia and Drum class students.
- Complete monthly cultural arts report.
- Collect and record all in kind donations and services for grant reporting purposes.
- On some occasions it will be the responsibility of this position to seek donations and write small proposals to fund additional activities and equipment.
- Youth Nights/Field Trips: Many Cultural Arts activities will be held on weekends and evenings. It is the expectation that the Cultural Arts Coordinator will have a flexible schedule in order to accommodate being present and participating in these activities.

## **Additional Duties:**

- Other duties as assigned by Culture Education and Wellness Manager or Youth and Education Services Director
- NAYA Family Center 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
    - 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

# NAYA Family Center | Position Description: Cultural Arts Coordinator

## Qualifications:

### Education & Training:

- Bachelor's Degree/ Combination of equivalent education and experience may be an acceptable substitute
- Knowledge of Native American cultural arts and dance, including Pow Wow
- 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), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED)
- Abuse Prevention Training
- CPI

### 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
- Demonstrated ability coordinating groups, especially youth or volunteers

### Skills:

- [List any other skills desired for the position but not necessarily required to have been previously demonstrated or documented. Commonly desired skills are listed below:]
- Ability to deal with different people and situations appropriately, including effective communication with multiple stakeholders including Tribal members, parents, students, Elders, Tribal leaders, and school staff
- 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% office/classroom, 15% outside office including travel time.

### **Physical Requirements:**

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *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)

# NAYA Family Center | Position Description: Cultural Arts Coordinator

## 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:** June 9, 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  
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)