



Native American Youth and Family Center

5135 NE Columbia Boulevard, Portland, Oregon 97218
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

NAYA Mission is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Executive Assistant/Community Reception Manager
Department/Program:	Administration
Compensation:	\$50,000 - \$57,000 annually, depending on qualifications and experience.
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.
Employment Status:	Full-time, exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	Community Reception staff
Reports To:	Executive Director and/or designee
Job Location:	Portland, OR
Created/Revised:	June 2019

Position Description: The role of the Executive Assistant/Community Reception Manager is to support the Executive Director in the performance of his/her duties and responsibilities including all required day-to-day activities, calendaring and scheduling, travel arrangements, drafting correspondence, facilitating communication, coordination of meetings, monitoring and reporting expenses relative to the executive role and other duties as required. This position is responsible for overseeing the community reception staff, that includes the occasional coverage of their duties such as answering the phones and welcoming guest. This position will also support the Executive Director in a variety of tasks, and will represent the NAYA at all times in a professional and confidential manner.

Essential Functions:

- Assist the Executive Director with Strategic Planning, including the implementation of the annual operating plan and regular department reporting.
- Assist the Executive Director with special projects as assigned.
- Assistance with scheduling and coordination of the Executive Director’s work and engagement calendar.
- Review and timely redirection of electronic mail as well as sorting.
- Distribution of physical mail received.
- Maintain records of the Executive Director’s work schedule for payroll recording and processing.

- Maintain accurate records of all expenses incurred by the Executive Director including vehicle mileage, credit card, and business-related expenses and prepare reimbursement forms.
- Host guests, visitors, and clients on an as needed basis to ensure they receive courteous and respectful attention including occasional tours prior to schedule time with the Executive Director.
- Preparation of documents, materials, and literature in preparation for the Executive Directors role in meetings, speaking engagements, and attendance at functions.
- Assist in the coordination of publicity and media as directed by the Executive Director.
- Provide adequate and appropriate information including specific details, meeting locations, maps and driving directions to ensure the Executive Director's timely attendance and attention to their daily schedule.
- Provide support in managing the Executive Director's telecommunications and technology tools.
- Prepare draft as well as final correspondence in all forms including recognition, thank you notes/letters, e-mails, faxes, documents as directed by the Executive Director.
- Research and prepare demographic and informational data and develop reports upon request
- Attend appointments, meetings, and committee work in conjunction with or in the absence of the Executive Director; maintain minutes, if/when requested.
- Manage planning and coordination of internal staff events and periodic community events as assigned.
- Provide administrative assistance to the Board of Directors including the management and coordination of the schedule of meetings; communications including preparation of board agendas, reports, and minutes; maintenance of board binders, and facilitating communication between board, staff and/or community.
- Provide administrative assistance to the NAYA Directors including taking minutes for the Director's meetings and retreats.
- Assist with special projects or event planning and coordination as needed.
- Maintain organizational chart.
- Maintain consistent and efficient file structures including physical and electronic systems.
- Direct supervision of Community Reception staff in the performance of their duties, including hiring, evaluation, performance monitoring, and work assignments.
- Manage and distribute workflow to Community Reception staff.
- Oversee the sales of NAYA merchandise.
- Participate as an active and productive member of various agency teams.

Additional Requirements:

- Maintain a high degree of professionalism and confidentiality due to the nature of this position and the level of responsibilities involved.
- Understanding and adherence of confidentiality.
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff.
- Certified in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED) or willing to become certified.
- 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.
- Other duties as assigned by Executive Director.

Qualifications and Skills:

- A minimum of 3-5 years' experience as an administrative assistant.
- Excellent multi-tasking abilities.
- Articulate, diplomatic and responsive.
- High level of discretion required when dealing in confidential matters.
- Discretion in handling sensitive or confidential information.
- Works well under pressure while having a sense of humor.
- Work requires continual attention to detail in composing, typing and proofing materials establishing priorities and meeting deadlines.
- Experience working within diverse populations specifically with the urban and reservation Native population, including working within a Native American tribe, organization, board, program, or community. 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.
- Strong communication skills, active listening, verbal and written, including public presentation skills.
- Knowledge of local community resources and experience with workforce system and social service agencies, especially with low-income and ethnic minority clientele.
- Strong computer skills including web based research, word processing, database management, email, and Microsoft Office programs.

Education/Experience: Bachelors level degree in Business Administration or pertinent field and/or 3 to 5 years' experience in executive or administration field.

Work Environment: 90% office, 10% outside office including travel time.

Physical Requirements: Lifting a maximum of 30 pounds, sitting for extended periods of time.

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Driver's License, successful completion of a driving background, and must be eligible to be an insured driver under NAYA Family Center's liability insurance policy, and remain so during the course of employment.
2. Successful completion of a full background investigation consistent with Oregon Department of Education.

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: 6/30/19

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

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5135 NE Columbia Boulevard

Portland, OR 97218

Fax: (503) 288-1260

E-mail: hr@nayapdx.org