



## **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>Community Development Policy Coordinator</b>
<b>Department/Program:</b>	Community Development
<b>Compensation:</b>	\$45,000 - \$55,000 annually, depending on years of experience
<b>Benefits:</b>	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes 12 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, Full-Time, Non-Exempt
<b>Hours:</b>	General working hours are 9:00am-6:00pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	None
<b>Reports To:</b>	Community Advocacy Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	July 2019

#### **Position Description:**

We are looking for a mission-driven professional with demonstrated experience to lead our economic development and housing policy work. A successful candidate will possess political and/or advocacy experience, a strong background in project/program oversight. The CD Policy Coordinator will partner with department leadership to set an external policy and advocacy agenda, and implement outreach strategies to engage external stakeholders. This position will guide strategic planning efforts and tactics, including but not limited to community advocacy, stakeholder relationships, and initiative development and implementation. The CD Policy Coordinator will work closely with the Community Development Advocacy Manager in developing a comprehensive advocacy agenda to advance NAYA’s work through policy research and analysis utilizing community-based research techniques.

#### **Essential Functions:**

- Build and manage relationships, and strengthen partnerships, with external stakeholders, including Oregon Housing and Community Services, Business Oregon, the Oregon Health Authority, Multnomah County, among other critical agencies
- Build relationships with legislative staff, and key individuals within administrative agencies including elected officials who help shape public policy initiatives
- Monitor the external environment to evaluate current climate that could impact the Native American community. Provide clear analysis and strategic recommendations on policy and advocacy issues to department leadership.
- Coordinate activities dedicated to increasing housing opportunity through advocacy for resources and policy tools at the state level
- Collaborate with partners and colleagues to develop engagement strategies and mobilize community members
- Establish and maintain sound networks and working relationships with internal and external stakeholders

# NAYA Family Center | Community Development Policy Coordinator

- Work with Community Development direct service staff to understand the link between their daily work activities and systems change work, and provide technical and advocacy trainings as needed
- Research, track, and analyze emerging policy and systems change matters
- Lead in preparation of talking points, fact sheets, and action alerts for policy campaigns
- Support the development of economic/housing policy agenda through research and analysis utilizing community-based research techniques, including facilitating stakeholder focus groups.
- Participate in Policy Advocacy Team meetings and support the group by contributing to policy campaign strategies for the organization and NAYA's legislative day of action

## **Additional Duties:**

- Maintain positive partnerships and relationships with key contacts in the Native community, public and private sector organizations, and other key stakeholders
- Translate complex ideas into clear and concise written products
- 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 Advocacy Manager

## **Qualifications:**

### Education & Training:

- Bachelor's degree in public policy, communications, political science, sociology, urban planning or related field; or a minimum two (2) years of work experience in coalition building, community advocacy, public policy, or non-profit leadership experience
- Knowledge of systemic political, economic and social issues affecting the Native American community and other vulnerable populations
- 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)

### Experience:

- Experience working within diverse populations, specifically with the urban Native American population, strongly preferred.
- An understanding of systemic racism and inequity and how it intersects with public systems.
- Experience working with policy-makers, the media, community organizations and coalitions preferred.

### Skills:

- Excellent interpersonal communication, collaboration, conflict resolution, and strong writing skills
- Strong attention to detail and strong work ethic; strong facilitation and project management skills

# NAYA Family Center | Community Development Policy Coordinator

- Ability to manage stress and remain flexible in a changing environment
- Demonstrated ability to work both independently and as part of a team
- Comfortable speaking in large groups or with individuals
- 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
- Strong computer skills including:
  - Web-based research
  - 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](mailto:hr@nayapdx.org)