



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | 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>Our 42nd Avenue District Manager</b>
<b>Department/Program:</b>	Community Development
<b>Compensation:</b>	\$52,000 - \$57,000 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 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 three months of employment.
<b>Employment Status:</b>	Regular, Full-Time, Exempt
<b>Hours:</b>	General working hours are 9am-6pm; evening meetings and occasional weekend events are required
<b>Supervision:</b>	Some staff supervision requirements including part-time staff, volunteers, interns, and/or contractors
<b>Reports To:</b>	Community Prosperity Manager
<b>Job Location:</b>	Portland, OR
<b>Revised:</b>	August 2019

### Position Description:

We are looking for a motivated, organized, creative, and resourceful individual to support the successful integration of Our 42nd Avenue into the Native American Youth and Family Center. Our 42nd Avenue ushers inclusive economic opportunity to preserve diversity, nurture community, and empower the equitable participation of community members in the district economy. Our vision is one where community members share relationships and opportunity across demographic differences, fostering a community economy that meets the economic needs of community members and is intentional in the creation of prosperity for historically disadvantaged community members. Our 42nd Ave is part of Prosper Portland’s citywide Neighborhood Prosperity Network, a program designed to support community economic development at the neighborhood level with a focus on social equity, low-income populations, and people of color. Candidates must have the ability to coordinate community-led economic development projects, prepare and manage budgets, successfully coordinate and integrate diverse stakeholders, and possess strong communication and financial management skills. The Our 42nd Avenue District Manager will serve as the primary liaison between Prosper Portland staff, NAYA Community Development leadership, and the Our 42nd Avenue Steering Committee, comprised of neighborhood residents, businesses, and at-large members.

### Essential Functions:

- Manage, maintain and develop Our 42nd Avenue’s economic development programs related to commercial property, business development, employment support, and community engagement.

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- Participate in future planning and inter-organizational efforts to enhance inclusive economic development in Cully/Concordia
- Communicate Our 42nd Avenue initiatives, activities, and opportunities to community residents, organizational partners, entrepreneurs, job-seekers, and volunteers
- Develop, and implement the program's goals, objectives, and strategies following an annual work plan established in coordination with the district's steering committee and NAYA staff
- Monitor the annual program budget and maintain accurate financial records in partnership with the Community Development department's finance liaison and Community Development Manager
- Lead the coordination of Our 42nd Avenue steering committee meeting agendas, meetings, and minutes, in partnership with the Chair of Our 42nd Avenue and under the guidance of the NAYA/Our 42nd MOU and Steering Committee Charter
- Ensure regular and accurate communication between other Neighborhood Prosperity Network Managers, Prosper Portland contract managers and staff, NAYA staff and leadership, and Our 42nd Avenue partners
- Work with the Our 42nd Avenue steering committee and NAYA staff to research and develop fundraising activities for the program including identifying private, philanthropic, and public funding
- Act as a liaison between business owners and existing resources to address challenges, support opportunities for business success that lead to diverse participation in entrepreneurship, job creation, and enhanced access to essential goods, services and social opportunity
- Develop cooperative working relationships with other Neighborhood Prosperity Network district managers and community organizations
- Develop and maintain data systems to track the process and progress of the program, including commercial lease stability, entrepreneurship participating, job creation, business retention, among others
- Accurately manage the distribution of Tax Increment Financing through capital improvement grants to eligible economic development projects
- Develop and conduct culturally relevant marketing and education campaigns designed to enhance appreciation of Our 42nd Avenue, and foster an understanding of the program's goals

## **Additional Duties:**

- Motivate, engage, and delegate responsibilities effectively to community volunteers and staff, if necessary
- Understand and adhere to confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- 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
- Other duties as assigned by Community Prosperity Manager

## **Qualifications:**

### Education & Training:

- Bachelor's Degree in business, finance, non-profit management, urban planning, community development or similar field; or, 4 years of work experience in an applicable field with demonstrated success

### 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)

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## Experience:

- 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
- Knowledge of the Cully, Concordia and Beaumont-Wilshire neighborhoods, district business owners, and/or community partners preferred
- 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
- Experience working directly with low income or communities of color building assets, supporting small business owners, or creating community wealth
- Demonstrated abilities include: project management, community development, contract management, and program outreach
- Experience supervising volunteers, interns, contractors, or staff is a plus

## Skills:

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Strong leadership, strategic planning, marketing, financial management, and communication skills are necessary
- Understanding of business and/or commercial property development principles
- Comfortable speaking in large groups or with individuals
- Communication skills, active listening, verbal and written, including interpersonal skills
- Bilingual skills are a plus
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** Approximately 30% building relationships within the district, 35% program/staff management and administration, 15% attending partner, community, and/or contractor required meetings, and 20% participating, attending or coordinating community and neighborhood events, including travel time. Not one week is the same for this position.

## **Physical Requirements:**

- The employee will need to work outdoors and be able to coordinate public events
- 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

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**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)