



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

Position:	Census Equity Coordinator
Department/Program:	Community Development
Compensation:	\$52,000 – \$57,000
Benefits:	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.
Employment Status:	Regular, Full-Time, Non-Exempt
Hours:	40 hours/week; evenings and weekends are required
Supervision:	Hourly employees, volunteers, and/or interns
Reports To:	Community Advocacy Manager
Job Location:	Portland, OR
Revised:	September 2019

Position Description:

The Census Equity Coordinator (CEC) will serve as the primary liaison and full-time staff between #WeCountOregon campaign and Partner organizations. The CEC will hire, lead and support a paid team of canvassers to ensure that NAYA Family Center meets contact goals. The CEC will participate in daily field-team calls to share and learn from other partner organizations and the campaign. Additionally, the CEC will conduct training, coordinate volunteer participation, execute events, serve as a campaign spokesperson and represent the campaign with community partners, governmental partners, and other stakeholders. The ideal CEC brings direct experience working on a campaign as a canvasser, brings a “can-do” attitude, and a working analysis of gender and racial equity. Moreover, the CEC needs to be able to work well with others, be a strong communicator, and have a commitment to changing the world.

Essential Functions:

Staff and Program Management (80%)

- Lead high level coordination Census Team of 12 paid canvassers to ensure that campaign contact goals are being met
- Conduct a hiring event and canvasser training to ensure paid team are prepared and ready to launch canvassing efforts
- Develop and execute the individual NAYA Census 2020 field plan, systems, and processes required for a successful field campaign
- Provide content and skills-based trainings to paid team
- Coach and support canvassers to meet their goals and build their skills and capacity for canvassing
- Set clear expectations and support the team to create group buy-in and accountability to the campaign goals

NAYA Family Center | Position Description: **Census Equity Coordinator**

- Manage and maintain campaign budget
- Coordinate and support community members to execute paid and volunteer field efforts
- Coordinate and align field efforts with #WeCountOregon communications, data, and training needs
- Provide training and workshops for partner staff, community members, elected officials, governmental agencies, and organizational allies
- Develop and execute community events to bring attention and awareness to the #WeCountOregon campaign

Campaign Liaison (15%)

- Serve as the primary liaison between NAYA Family Center and the #WeCountOregon
- Represent the campaign with stakeholders including NAYA Census staff, community members, and media
- Collect and post weekly social media content with #WeCountOregon tags

Administrative and Reporting Expectations (5%)

- Conduct nightly reporting and work with #WeCountOregon Field Director to adjust program to ensure goals are met
- Receive feedback, support, and coaching from #WeCountOregon Field Director
- Identify ways to blend innovation and nuance into field operations so that it reflects the style and personality of the Partner organization

Additional Duties:

- Provide technical support for phones, computers, and other hardware used in campaign
- Participate in trainings & meetings conducted by the #WeCountOregon campaign
- Participate in The Cascade Society training in October 2019
- Participate in and provide Census 101 training, Ambassador training, Text-to-Count training, Pledge-to-Count training, Spokesperson training, etc.
- Participate in VAN, Hustle, Auto dialer and other technical trainings
- Motivate, engage, and delegate responsibilities effectively to community volunteers and staff, if necessary
- Understand and adhere to confidentiality
- 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 Advocacy Manager

Qualifications:

Education & Training:

- Demonstrated commitment to racial and gender equity and track record of success working with communities of color, women, low-income people, LGBTQIA individuals, and other historically marginalized communities
- Familiarity with canvassing or campaigns
- Familiarity with online technology and app-based technology
- Ability to participate on a team of people with common goals
- Thrives under pressure and works at a high-level
- Excellent communication, reading, research, writing, and analytical skills.

NAYA Family Center | Position Description: **Census Equity Coordinator**

- Excellent organizational skills and attention to interpersonal and political dynamics and details.
- Ability to work well independently and with a team
- Dedication and ability to work flexible hours
- Access to a car, or ability to transport materials required
- This position requires nights and weekend work hours.

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

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
- 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 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
- 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

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

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