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

<table>
<thead>
<tr>
<th>Position:</th>
<th>Program Support Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Program:</td>
<td>Community Development</td>
</tr>
<tr>
<td>Compensation:</td>
<td>$14/hour – $15/hour</td>
</tr>
<tr>
<td>Benefits:</td>
<td>Paid sick leave is accrued at the rate of one (1) hour of sick leave per thirty (30) hours worked for temporary employees. Can begin to use on the 91st calendar day of employment.</td>
</tr>
<tr>
<td>Employment Status:</td>
<td>Temporary (limited duration, not to exceed 1,000 hours in a year), Part-Time, Non-Exempt</td>
</tr>
<tr>
<td>Hours:</td>
<td>General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.</td>
</tr>
<tr>
<td>Supervision:</td>
<td>No supervisory requirements</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Community Prosperity Manager</td>
</tr>
<tr>
<td>Job Location:</td>
<td>Portland, OR</td>
</tr>
<tr>
<td>Created/Revised:</td>
<td>November 2019</td>
</tr>
</tbody>
</table>

Position Description:
The Program Support Assistant is a critical member of NAYA’s Community Development Department who works across several economic development, advocacy and housing programs. The Program Support Assistant will participate in capacity building and administrative support roles. This position will also provide operational/logistical coordination and communications support that enhances program improvement and participation. This position must possess high-level administrative and organizational skills.

**Essential Functions:**
- Help showcase, highlight, and communicate the successes and challenges of our programs and services, internally and externally
- Support in planning and logistical support of workshops, trainings, retreats, presentations, networking events
- Support strengthening current systems for community outreach, volunteer recruitment, and administrative support
- Perform necessary and intentional outreach to support the objectives and activities of relevant programs under the supervision of the Community Prosperity Manager
- Meet multiple deadlines by applying strong organizational and time management skills

**Additional Duties:**
- Ability to maintain a high level of confidentiality
- Support coordination of wraparound services effectively with other NAYA Family Center programs and staff
- Participate in trainings and/or meetings to ensure program outcomes are achieved
• Represent NAYA with professionalism at community events and other public relations opportunities
• Work as an active member of departmental team including NAYA’s Advocacy Policy Team
• Participate actively in cross-departmental team projects
• Contribute to fostering a safe and secure environment for community members and staff
• Maintain accurate records
• Other duties as assigned by the Community Prosperity Manager

Qualifications:

Education & Training:
• Associates degree or working towards degree in community development, non-profit administration or related field preferred
• Experience working within an urban Native community setting
• Knowledge of Portland community resources, partners and regional political landscape
• Comprehensive knowledge of Native American history, an in-depth understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience

Certifications/Credentials:
• Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Experience:
• Two years’ work experience in a related field may substitute degree
• 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
• 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
• Demonstrated skills in interpersonal communication, collaboration, and conflict resolution

Skills:
• Ability to speak in front of small and large groups and with individuals
• Organized self-starter and motivated
• Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
• Ability to take initiative and prioritize tasks using time-management and problem-solving skills
• Ability to demonstrate project management and coordinating skills
• Proficient computer skills including:
  o Web-based research
  o Word Processing
  o MS Excel
  o Database use
  o Email

Work Environment: 80% office, 20% outside office including travel time.

Physical Requirements:
• The employee may be required to sit for extended periods of time.
• The employee must occasionally lift and/or move up to 30 pounds.
• 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