



# 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>Census Field Organizer</b>
<b>Department/Program:</b>	Community Development
<b>Compensation:</b>	\$17/hourly, non-negotiable
<b>Benefits:</b>	There are no benefits associated with this position
<b>Employment Status:</b>	Temporary (limited duration, not to exceed 1,000 hours), Part-Time, Non-Exempt, Position Ends 8/15/2020
<b>Hours:</b>	General working hours are between 9am-6pm; 4-8 hours/day; Nights and weekends are required
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Census Equity Coordinator
<b>Job Location:</b>	5600 NE 42 <sup>nd</sup> Ave, Portland, OR, 97218   Cully Neighborhood
<b>Created:</b>	February 2020

### Position Description:

Census Field Organizers will serve as temporary part-time staff to ensure that NAYA Family Center meets #WeCountOregon contact goals. #WeCountOregon is a community-led, coordinated statewide campaign focused on engaging Oregon’s hard-to-count communities: people of color, American Indian/Alaskan Natives, immigrants, rural people, children under 5, and renters. #WeCountOregon is working to ensure that the Census is equitable, fair, and just and that every Oregonian is counted in the 2020 U.S. Census. Census Field Organizers will conduct trainings and reach out to community through texting, phone banking, door-to-door, and tabling events. The ideal Census Field Organizer needs to be able to work well with others, is comfortable in social environments and brings a “can-do” attitude.

### Essential Functions:

- Ability to work 4-8 hours per day, on scheduled workdays
- Basic computer skills
- Must be on time, drug and alcohol-free during work hours
- Ability to work well in a team setting
- Ability to take direction and feedback
- Goal-oriented
- No previous experience necessary

### Additional Duties:

- Motivate and engage community members to fill out the Census
- Understand and adhere to confidentiality
- Work as an active member of departmental team
- Contribute to fostering a safe and secure environment for community members and staff

# NAYA Family Center | Position Description: Census Field Organizer

- Other duties as assigned by Census Equity Coordinator and/or 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 preferred
- Familiarity with apps and online technology preferred
- Ability to participate on a team of people with common goals
- 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), 1<sup>st</sup> 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

### 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
- Basic Computer skills

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

### **Physical Requirements:**

- The employee will need to work outdoors and be able to coordinate public events
- Lifting a maximum of 30 pounds
- 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)
3. Access to a vehicle or ability to transport materials

**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 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)

