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: Program Support Assistant  
Department/Program: Nch’i Wana Housing  
Compensation: $15.00 - 17.00 hourly. Commensurate with experience.  
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, vision insurance and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.  
Employment Status: Regular, Part-Time, Non-exempt  
Hours: General working hours are Monday through Thursday in the office 8:30am-5pm; May work some Fridays. Flexible work schedule available upon approval; evenings and occasional weekends, as assigned  
Supervision: No supervisory requirements  
Reports To: Nch’i Wana Executive Director  
Job Location: Nch’i Wana Office, The Dalles, OR  
Created/Revised: April 2020

Position Description:  
The Program Support Assistant is a critical member of NAYA/Nch’i Wana Housing who works across several housing, community development, and advocacy 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. NAYA is the fiscal sponsor of Nch’i Wana Housing until an independent 501c3 status is obtained. The position will transfer to the new organization at that time.

Essential Functions:  
• Meet multiple deadlines by applying strong organizational and time management skills  
• Host guests, visitors, and clients on an as needed basis to ensure they receive courteous and respectful attention  
• Support strengthening current systems for community outreach, volunteer recruitment, and administrative support  
• Support in planning and logistical support of workshops, trainings, retreats, presentations, networking events  
• Maintain accurate records of all expenses incurred by the Executive Director including vehicle mileage, credit card, and business-related expenses and prepare reimbursement forms.  
• Attend appointments, meetings, and committee work in conjunction with or in the absence of the Executive Director; maintain minutes, if/when requested.  
• Manage planning and coordination of internal staff events and periodic community events as assigned.  
• Maintain consistent and efficient file structures including physical and electronic systems.
Additional Duties:
- Ability to maintain a high level of confidentiality
- Participate in trainings and/or meetings to ensure program outcomes are achieved
- Contribute to fostering a safe and secure environment for community members and staff
- Maintain accurate records
- Other duties as assigned by Nch’i Wana Executive Director

Qualifications:

Education & Training:
- High School Diploma required, associate degree preferred, or a combination of equivalent education and experience may be an acceptable substitute
- 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 Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Experience:
- Experience working within diverse populations specifically with the Columbia River 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 Columbia River experience required
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Demonstrated skills in interpersonal communication, collaboration, and conflict resolution

Skills:
- Organized self-starter and motivated
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

Work Environment: 75% office, 25% outside office

Physical Requirements:
- 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.
Position Description: Program Support Assistant

- 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 State Driver License (must be eligible to be an insured driver under NAYA Family Center’s liability insurance policy which requires an Oregon or Washington license)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see http://www.pps.k12.or.us/files/security-services/Disqualifying_convictions.pdf for more information)

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
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org