



# 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>Community Food Coordinator</b>
<b>Department/Program:</b>	Family Services
<b>Compensation:</b>	Starts at \$15.00 - \$17.00 hourly commensurate with 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, vision insurance and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
<b>Employment Status:</b>	Full-Time, Non-Exempt
<b>Hours:</b>	Hours of operation are between 9am-6pm; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Director of Family Services
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	October 2020

### Position Description:

The Community Food Coordinator plans and coordinates NAYA’s food pantry walk-in/appointment hours, including the acquisition and distribution of food. This position will assist in staffing the food box preparation/delivery shifts. The Community Food Coordinator will help to coordinate food box related data entry across departments. This position also coordinates food program related in-kind donation inquiries. The Community Food Coordinator will work and collaborate with department managers and staff to fulfill the food security needs of NAYA clients and community members. The Community Food Coordinator also serves as the initial point of contact for community members and service partners who request information about NAYA’s emergency food services. The Community Food Coordinator should have a working knowledge of NAYA’s programming and wrap around services in order to refer walk-ins to other services.

### Essential Functions

- Maintains NAYA’s Food Pantry, ensuring adequate inventory and storage practices, ensuring food is kept at correct temperatures and disposed of when expired.
- Picks up weekly orders from Oregon Food Bank (and other organizations as needed).
- Repackages, labels, and stores bulk foods appropriately in food pantry and refrigerators.
- Assists in the staffing efforts of the kitchen food preparation and deliveries, reaching out to NAYA leadership for additional staff support when needed.
- Coordinates food donations from other companies/organizations, and is present at NAYA during food drop-offs, completes In-Kind Donation Forms for items donated.
- Maintains an updated list of food and food-related items we accept as donations, coordinating with the kitchen staff to help meet their food supply needs.

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- Acts as the main point person for food pantry walk-in hours (or curbside pickup appointments), preparing food boxes for families and recording that data on food box forms.
- Works with other staff members to coordinate community food-related data entry for reporting purposes.

## **Additional Duties:**

- Other duties as assigned by the Director of Family Services
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Communicate and refer services effectively with other NAYA Family Center programs and staff
  - Input data, and maintain NAYA and/or contractually required information database systems to track client information
    - Includes entering client data, assisting and/or preparing periodic reports
    - Database examples include but are not limited to: Efforts to Outcome (ETO)
  - Participate in trainings and/or meetings to ensure program outcomes are achieved
  - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
  - Contribute to fostering a safe and secure environment for community members and staff
  - Adhere to NAYA's social distancing, contact tracing, and sanitization guidelines during the COVID-19 pandemic.

## **Qualifications:**

### Education & Training:

- High School Diploma or Equivalency required
- 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:

- Valid Oregon Food Handler's Card (or ability to certify)
- Valid Oregon Driver's License
- 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)

### 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
- A minimum of one (1) year of experience in the food industry preferred
- Demonstrated skills in communication and relationship building preferred

### Skills:

- Ability to manage and maintain a high-volume workload efficiently
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- 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:** 85% office, 15% outside office including travel time.

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## **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 must be able to safely handle/touch a wide variety of foods.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 50 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 or must be able to obtain one upon hire (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) [https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying\\_Convictions\\_2015.pdf](https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf) for more information)
3. Successful completion of a DHS Background Check Unit

## **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](mailto:hr@nayapdx.org)