



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:	Culture Education and Wellness Coordinator
Department/Program:	Youth and Education Services
Compensation:	\$20 - \$22 or Commensurate with experience
Employment Status:	Regular, Full time, non-exempt
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 3 months of employment
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Culture Education and Wellness Manager
Job Location:	Portland, OR
Created/Revised:	Revised – May 2021

Position Description:

This position is part of the Native American Youth and Family Center Youth and Education Services Department. The Culture, Education, and Wellness (CEW) Coordinator develops and facilitates programming throughout the school year and spring/summer breaks. During program planning and service delivery, the Culture, Education, and Wellness Coordinator works directly with additional program coordinators and relevant staff to deliver consistent after school programming options for youth. Programs are located at the Native American Youth and Family Center site or virtually.

Essential Functions:

- **Coordinating after school program components:** The CEW Coordinator organizes and maintains Staffing and Curriculum for weekday school year programs as well as Spring and Summer camp programming primarily for 2nd-8th grade aged youth (at times, high school youth will be served), including, but not limited to: daily recreation, homework support, cultural arts classes, youth meal services and youth transportation services.
- **Maintaining School and Community Partnerships:** This position requires working with schools, community partners and social services organizations with the goal of expanding access to and improving NAYA youth programs.
- **Social Media Organization:** Utilizing Social Media (Facebook, Instagram, YouTube) to communicate with families and other web based applications to organize programming and communication (examples include Signup Genius, Microsoft forms, Google forms, Survey Monkey, etc.). Seek out and organize social media “takeovers” by youth, staff and families. Organize as part of a team to ensure CEW social media sites are maintained with updated Linktr.ee and programming information.

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- **After School Goal Planning:** Using the principals of the Relational Worldview Model, The CEW Coordinator will ensure students to create and fulfill after school Goal Plans that include but are not limited to utilizing targeted academic support, cultural arts education and wellness activities.
- **File management and data input:** The CEW Coordinator creates and maintains youth electronic and paper files that include relevant records needed to support the student in achieving the above goals and outcomes. Coordinates and ensures records input into the Youth and Education Services database (including, but not limited to, daily attendance for all programming being Efforts to Outcomes/ETO) in order to generate progress reports and maintain grant reporting documentation.
- **Coordinating volunteers:** The CEW Coordinator supervises volunteers, connecting them to students participating in on-site programming; this includes standing partnerships with Portland State University's Capstone Program.

Additional Duties:

- Additional Culture Education and Wellness Coordinator Duties:
- Other duties as assigned by Culture, Education, and Wellness Manager and/or Youth and Education Services Director.
- Support grant and report writing by sharing relevant program information from CEW programs, ensuring data is entered consistently, and preparing student success stories,
- Understand and adhere to confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- Ensure youth and families are referred to other NAYA Family Center programs as needed.
- 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 example included but is 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
- 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
- Understand and work within a Trauma Informed and decolonial framework.

Qualifications:

Education & Training:

- Bachelor's Degree 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 preferred

Experience:

- Experience working within diverse populations, specifically with the urban and reservation-based Native American population, including working within a tribe, board, or other organization, strongly preferred
- Two (2) years experience in educational support, after school or out of school time programs, and/or youth development with low income and culturally diverse populations preferred

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:

- 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)
- Demonstrated ability in project management and relationship management

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- Demonstrated proactive approach to problem-solving, while staying grounded in equity and restorative justice

Skills:

- Ability to deal with different types of situations appropriately, including effective communication, collaboration and co-creation with people from diverse backgrounds
- Strong time management | skills and ability to multitask
- Communication skills including, non-violent communication, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Microsoft Office Suite
 - Database use
 - Email
 - Social Media apps, Facebook, Instagram, YouTube

Work Environment: 70% home/remotely, 20% office or Learning Center, and 10% outside office including travel time. Much of the position will happen through telework (video conferencing and telephone) during the COVID-19 crisis.

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 and/or stand for long periods of time.
- The employee must occasionally lift and/or move up to 40 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 which requires an Oregon or Washington)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf)

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; **Priority applications due 11:59pm May 21, 2021.**

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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:

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