



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 and Outreach Activities Specialist
Department/Program:	Youth and Education Services
Compensation:	Starts at \$21.00 an hour or 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, Full-Time, Non-Exempt
Hours:	Flexible working hours Tuesdays through Saturdays; mainly afternoons and evenings. Typical shift is 2:00pm – 11:00pm. Some day shifts will be required.
Supervision:	No supervisory requirements
Reports To:	Direct Services Manager
Job Location:	Portland, OR
Created/Revised:	Created August 2021/September 2021

Position Description:

The Culture and Outreach Activities Specialist works closely with the Gang Outreach Team to provide activities and create a culturally specific, inviting, safe environment for gang-impacted youth to be off the streets by connecting youth to culture, empowerment groups, recreational activities and additional courses exploring their interests and overall wellness. The youth activities will focus on culturally specific, pro-social and community engagement activities for gang-impacted youth and their families. The Culture and Outreach Specialist will attend community events to recruit youth to attend activities.

Essential Functions:

- Coordinate cultural activities, open gyms, wellness groups and sporting tournaments
- Create flyers/social media/newsletter articles and other print media/community list-serve and website postings promoting and advertising cultural arts activities and classes for outreach youth and families
- Plan and prepare materials, food, and general space for youth nights
- Collect attendance and required documentation for program participation
- Maintain documentation in a timely, thorough, and accurate manner in accordance with agency guidelines and as required by funding sources. Assisting in database management, including entering program data
- Recruit youth within community to attend ongoing activities

Additional Duties:

- Additional Outreach Activities Specialist Duties:
- Other duties as assigned by Direct Services Manager or Youth and Education Services Director

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Additional Duties continued:

- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound 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), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
 - 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

Qualifications:

Education & Training:

- College graduate preferred with Bachelor's Degree in Social Work, Counseling, Education, Indigenous Studies or similar field
 - An equivalent combination of education and experience may be an acceptable substitute
- Knowledge and expertise in working with gang affected youth and their families
- Knowledge of Native American cultural arts and dance, including Pow Wow, and cultural practices within tribes and corporations
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaska Native community and issues surrounding the Urban Indian experience required

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
- Experience working with gang-related issues; including youth prevention and intervention
- Demonstrated ability to elicit client participation and involvement in individual and program planning and Evaluation
- Demonstrated skills working with youth in individual and group settings

Skills:

- 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: 50% office/classroom/home/remotely, 50% outside office including travel time. Much of the position will happen through telework (video conferencing and telephone) during the COVID-19 crisis.

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Physical Requirements:

- The employee is required to lead and participate in physical activities with youth that includes running, pivoting quickly, and being able to intervene in physical altercations between participants, if necessary.
- The employee is regularly 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.
- *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 for more information)
3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regiment) before start date.

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: September 27, 2021

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