



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | [nayapdx.org](http://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>Leadership Program Coordinator</b>
<b>Department/Program:</b>	Community Development
<b>Compensation:</b>	Starts at \$24.04 hourly and will commensurate based on 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>	Regular, Full-Time, Non-Exempt
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Government Affairs Manager
<b>Job Location:</b>	Portland, OR; remote/hybrid during COVID-19
<b>Created/Revised:</b>	September 2021

### Position Description:

We are looking for a mission-driven, dedicated, and passionate individual to support our building our community's civic engagement and leadership skills. A successful candidate will have strong community leadership qualities and be passionate about developing leadership and advocacy skills within community members and NAYA clients. We are looking for a big picture thinker who can engage clients and motivate them to participate in ongoing/monthly leadership trainings. The Leadership Program Coordinator must have strong community organizing and program facilitation skills. NAYA's Community Development Department is focused on housing, asset building, community wealth building and systems change. Our department is hard-working, high-functioning, passionate, fun, and creative.

### Essential Functions:

- Recruit, select, and retain cohort participants to NAYA's annual Oregon Leadership, Entrepreneurial and Apprentice Development (LEAD) program
- Outreach, develop and maintain relationships with community members and organizations to coordinate leadership development programming and advocacy trainings
- Coordinate a six to eight-month community leadership development program, LEAD, focused on developing strong advocacy and civic engagement skills within community members
- Provide trainings and ongoing professional development opportunities to graduates of the LEAD program
- Create, maintain, and produce ongoing and regular program communications tools to keep alumni and new participants connected and engaged
- Collaborate with NAYA community engagement staff to develop community workshops and trainings
- Establish and maintain effective working relationships with internal staff and external community partners
- Actively recruit NAYA clients and program participants including residents from NAYA's housing units
- Support NAYA clients and residents in developing their own advocacy skills, and support them in becoming systems change advocates

**Additional Duties:**

- Manage deadlines, tasks, anticipate and adjust for change, set goals, and evaluate results
- Support the coordination of wraparound services effectively with other NAYA Family Center programs and staff; understand and adhere to client confidentiality
- Input data, and maintain NAYA and/or contractually required information database systems to track client information, which includes entering client data, assisting and/or preparing periodic reports
- Work as an active member of the Community Development Department
- Participate actively in cross-departmental team projects
- Write monthly narrative reports and contribute to grant writing as requested
- Contribute to fostering a safe and secure environment for community members and staff
- Other duties as assigned by the Government Affairs Manager

**Qualifications:**Education & Training:

- Bachelor's degree in public policy, communications, political science, sociology, urban planning, or related field preferred; or a minimum two (2) years of experience in coalition building, community advocacy, public policy, or non-profit leadership experience
- 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 Cardiopulmonary Resuscitation (CPR), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED)

Experience:

- Experience working within diverse populations, specifically with the urban Native American population, strongly preferred

Skills:

- Excellent interpersonal communication and collaboration skills
- Strong project management, organization, planning skills, and detail oriented
- Demonstrated ability to work both independently and as part of a team
- Ability to execute work responsibilities with minimal supervision

Skills continued:

- Comfortable speaking in large groups or with individuals
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Employ critical thinking and good judgment in decision making
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills
- Strong verbal and writing skills, including public presentation skills, meeting facilitation and active listening
- Strong computer and technology skills

**Work Environment:** 75% office/classroom/home/remotely, 25% 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 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.

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**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](https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf) for more information)
- 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:** 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)