



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:	Cultural Arts Program Coordinator
Department/Program:	Youth and Education Services/Mamook Tokatee
Compensation:	\$24.00 - \$27.00 hourly
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.
Employment Status:	Regular, Full-Time, Non-Exempt
Hours:	General working hours are from 11:30 am - 8:00 pm; some Saturdays as assigned.
Supervision:	No supervisory requirements
Reports To:	Director of Youth and Education Services and the Task Supervisor: Culture, Education, and Wellness Manager
Job Location:	On-site/in-person at Mamook Tokatee: 4610 NE 42 nd Ave, Portland, OR
Created/Revised:	December 2021

Position Description:

At Mamook Tokatee, the connection between artist and residents begins when selected Resident Artists are requested to provide a community contribution to the building’s cultural arts surroundings. The idea that living and sharing of cultural arts will be part of the beauty fostered at the building, which will be the requirement of the cultural art program and manager. The Cultural Arts Program Coordinator will work with the Resident Services Coordinator to integrate program events and physical displays of resident artist work in the building public spaces. In addition to implementing the new program, the coordinator will focus and facilitate the cultural art program activities.

Essential Functions:

- Management of community art studio/space
 - 750sf of programmed gallery/educational/creative space
 - Storage of program supplies and equipment
- Display of art and manage events at courtyard and in community event space
- Works closely with Resident Services Coordinator to
 - Engage resident artist and non-artist households in cultural and community-based activities
 - Provide on-going programming and support to foster community environment for residents
- Supervising volunteers, interns, and art docents
- Identify and assisting artists with documentation and portfolio of work
- Establish reoccurring events and event calendar, including but not limited to
 - Gallery exhibition, opening and closings

NAYA Family Center | Position Description: Cultural Arts Program Coordinator

Essential Functions continues:

- Artist talks and forums,
 - resident attendees
 - broadcast at other NAYA owner housing facilities
- Art and culture classes taught by resident and non-residents experts
 - Intergenerational curriculum within various mediums
 - Integrate with NAYA Cultural Arts Coordinator and Community Culture Keeper teachers
 - Open studio time for residents
 - Open studio with residents and community
- Community events
 - Monthly gallery exhibition
 - Monthly open gallery at community art walks
- Publish a building community newsletter, calendar, and communications
- Collaborate with Community Development business development team to align efforts and initiatives across various programs
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills

Additional NAYA Family Center Duties:

- Meet multiple deadlines and workload demands by applying strong organizational and time management skills
- Perform necessary and intentional outreach to support the objectives and activities of relevant programs under the supervision of the Community Development Manager
- Maintain accurate records including grant applications
- 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)
- 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
- Other duties as assigned by the Culture Education and Wellness Manager

Qualifications:

Education & Training:

- Bachelor's degree in Business, Art, Art History, Marketing, or similar field; 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 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

NAYA Family Center | Position Description: Cultural Arts Program Coordinator

Experience continued:

- Experience within the creative field at a managerial level
- Experience leading and supervising interns, and/or volunteers
- Demonstrated ability in project management/coordination
- Demonstrated skills in interpersonal communication, collaboration, and conflict resolution
- Experience or knowledge of Fair Housing and/or tribal housing preferred

Skills:

- Comfortable speaking in large groups or with individuals.
- Organized self-starter and motivated
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to build and retain relationships with community members and small business owners
- 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: 100% on-site at Mamook Tokatee

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.
- *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. Successful completion of a DHS Background Check Unit
4. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regiment) before start date.

NAYA Family Center | Position Description: Cultural Arts Program Coordinator

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: January 10, 2022, at 11:59 p.m.

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