



# 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>College and Career Readiness Manager</b>
<b>Department/Program:</b>	<b>Youth and Education Services Department</b>
<b>Compensation:</b>	\$55,000 – \$65,000 annually or commensurate with experience
<b>Employment Status:</b>	Regular, Full-Time, Non-Exempt
<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>Hours:</b>	General working hours are 9am-6pm from home; flexible work schedule upon approval; evenings/occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Director of Youth & Education Services
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	April 2022

### Position Description:

This position is responsible for design and oversight of NAYA’s youth focused (24 and under) college and career readiness program components including after-school college readiness and mentoring activities and career skills development and programming for the on-site Many Nations Academy students. This position supervises a team of 4-8 program staff and monitors the educational gains of program participants by developing and using assessment tools. The College and Career Readiness Manager will be responsible for the College and Career Center and all its ongoing activities. The College and Career Readiness Manager is responsible for writing and submitting all required grant reports, developing, and managing budgets for the College and Career Services team, and is responsible for resource development (largely grant writing) to maintain College and Career Center Services. This is primarily a service coordination and management/training position (50%), with outreach and relationship building (15%) and direct services to clients seeking support to meet their post-secondary education goals (10%) as a component of the duties. The balance of the time the position is performing general administrative tasks (25%) which includes grant writing and reporting.

### Essential Functions:

- Manage NAYA’s College and Career Center (CCC), serving youth 24 and under, and all its activities including maintaining center inventory and procuring and maintaining technology needs and office furnishings
- Train, hire, and supervise the College and Career Services staff member including College Preparation Coaches and Youth Career Skills Coaches
- Responsible for the development, planning and implementation of systems to evaluate needs, program outcomes and expand educational support service offerings to enhance student achievement

## Essential Functions Continued:

- Identify, pursue, and obtain prospective partnerships, grants, and funding sources to ensure the success and continuation of CCC programming for Native American and Alaskan Native youth within the community
- Cultivate and maintain a college going culture including developing and providing messaging, resources, training, and tools to aid program and departmental staff to help students aspire and prepare for college/trade school admission and completion
- Collaborate with Many Nations Academy (MNA) staff to ensure each MNA student has access to support, resources, workshops/classes, and curriculum tools designed to increase college readiness and aspiration
- Ensure the College and Career program enrollment targets and objectives are carried out, both through program oversight and management of staff, including:
  - Monitoring students' academic progress high school transcript reviews, education and/or career plan monitoring, and tracking of outcomes using NAYA's internal database: Efforts to Outcomes (ETO) and external databases, as required by funders
  - Preparing and submitting grant reports
- Collaborate with external partners as necessary to form, maintain, and strengthen relationships that lead to improved services to program clients, including:
  - Establishing and maintaining effective working relationships with local schools and higher educational institutions
  - Performing advocacy on behalf of students with local schools and/or higher educational agencies
  - Providing college and career exploration activities for schools and other organizations
  - Fostering effective communication, family engagement, and collaboration with students, colleagues,
  - NAYA staff, and community members
  - Maintaining an updated community resource directory

## Additional Duties:

- Other duties as assigned by Director of Youth & Education Services
- Additional College and Career Manager Duties:
  - Support the growth and strengthening of the College and Career Center Services by collaborating with department staff to develop additional services (as funding streams permit)
  - Lead the interdepartmental College and Career Preparation Team which includes cross-training staff from each department to conduct college and career readiness activities and coaching and the coordination of organizational activities designed to increase the college going rates of participants.
  - Collaborate with IDA program staff to connect participants who are ready to save for their educational goals to the post-secondary education IDA.
  - Maintain professional competence through participation in internal training activities and/or external professional development activities related to job responsibilities
- 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), Synergy, I-Trac

## **Additional NAYA Family Center Duties Continued:**

- 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:

- Bachelor's Degree in Public Policy and/or Administration, Education or Social Work or equivalent program management experience
- Knowledge and understanding of the local higher education and workforce development systems and environment, including the elements necessary for student success
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority clientele required
- General knowledge of implementing safety and security plans and procedures
- 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
- A minimum of four (4) years of progressively responsible (including leadership) experience facilitating youth activities
- A minimum of four (4) years of experience working in higher education, education, and/or social services focused on low- income and culturally diverse populations
- Understanding of Workforce Innovation and Opportunity Act (WIOA) and other such federal programs
- Experience managing Grants, including grant writing, reporting and evaluation
- Demonstrated ability to write Grants that are successfully awarded
- Demonstrated professional record of improving student achievement
- Demonstrated ability to successfully work with families regarding educational issues
- Demonstrated ability in project management (planning, organizing, prioritizing work and follow-through)
- Demonstrated ability to create and implement policies
- Demonstrated ability to implement and evaluate programs, including coordinating multiple concurrent program activities
- Demonstrated ability to use leadership and communication skills to form positive relationships with diverse community partners

### Skills:

- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- Ability to collaborate with others as an active and productive team member and team leader (including staff members, community volunteers, and program participants)
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# NAYA Family Center | Position Description: College and Career Readiness Mgr.

## Skills Continued:

- Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to manage different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to facilitate and organize staff development opportunities, including creating and leading employee trainings
- Exceptional written communication skills, including preparing publications that are error-free, and applying highest standards of integrity to document composition
- Exceptional verbal communication skills, including persuasive oral communication, leading public presentations, and engaging in active listening
- Proficient computer skills, including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** 75% office/classroom, 25% outside office including travel time, including overnight campus visits

**Physical Requirements:** lifting a maximum of 30 pounds, sitting for extended periods of time.

- 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 needs to be able to participate in campus visits, which includes lengthy walks across campuses, which can be steep, for admissions tours, and other similar career exploration trips.
- The employee may be required to sit for extended periods of time.
- The employee must be able to conduct campus visits,
- 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)

# NAYA Family Center | Position Description: College and Career Readiness Mgr.

## Other Requirements Continued:

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)
3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regimen) 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: May 8, 2022**

**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)