



# 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>Communications Coordinator</b>
<b>Department/Program:</b>	Development/Communications
<b>Compensation:</b>	\$41,600- \$49,920 annually
<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>	Supervise interns and volunteers as assigned
<b>Reports To:</b>	Communications Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	April 2022

### Position Description:

The communications coordinator contributes to the Development and Communications Department with social media and communications support. An integral member of our Development and Communications Team, the communications coordinator supports our fundraising and communications strategy, and is passionate about storytelling, and about raising revenue and awareness for NAYA’s mission and work.

### Essential Functions:

- Develop and write stories that celebrate NAYA’s work and mission for social media and other communications tools:
  - Write and schedule social media posts, including Facebook, Twitter, and Instagram
  - Write stories and articles for monthly e-news and quarterly printed newsletter
  - Update website, events calendar, and blog posts as needed
  - Assist in writing content for key organization publications including newsletters, appeals, and brochures
- Strategically use website/blog and social media to increase levels of engagement with the organization, grow its base of supporters and participants, inviting interest and participation
- Support the planning and execution of the organization’s annual fundraising events with related messaging, materials, and promotion
- Consistently produce high-quality deliverables on a timely basis and demonstrate good decision-making
- Contribute to NAYA’s photo library by taking photos to document events and programs
- Design and/or lay out collateral materials as needed

### Additional Duties:

- Other duties as assigned by the communications manager
- Additional NAYA Family Center duties:
  - Understand and adhere to confidentiality

# NAYA Family Center | Position Description: **Communications Coordinator**

- 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, or equivalent experience in related field, such as journalism, communications, or marketing
- Understanding of development, fundraising, and nonprofit organizations
- Excellent writing skills, in particular writing for social media and blog posts
- 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

### 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 in communications and resource development preferred
- Demonstrated ability in social media

### Skills:

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Excellent communication skills, active listening, verbal, and written, including public presentation skills
- Proficient computer skills including:
  - Microsoft Office Suite: Word, Excel, and PowerPoint
  - WordPress, Mailchimp, Facebook, Twitter, and Instagram
  - Adobe Photoshop
  - Adobe InDesign a plus

**Work Environment:** 95% office/home/remotely, 5% outside office including travel time. Much of the position will happen through telework, including 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.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Equipment Used:** Computer, phone, copy machine.

**Safety Considerations:** Some travel may be required.

# NAYA Family Center | Position Description: **Communications Coordinator**

## **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)
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 résumé
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)