



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:	Community Leadership Coordinator
Department/Program:	Community Development
Compensation:	Starts at \$24 - \$26 hourly and will commensurate based on 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:	General working hours are 9:00am-6:00pm, flexible work schedule available upon approval; some evenings and occasional weekends
Supervision:	No supervisory requirements
Reports To:	Government Affairs Manager
Job Location:	Portland, OR; remote/hybrid during COVID-19
Created/Revised:	March 2022

Position Description:

We are looking for an experienced and mission-driven team member to support our community outreach and leadership development programs. A successful candidate will possess political awareness, ability to engage authentically with community, project management and organizational skills, and keen facilitation skills. The Community Leadership Coordinator will partner with our community, build relationships, and work to ensure our community is informed and brought along in the civic engagement process. This position will lead our grass roots base building efforts including our leadership development program, community outreach and advocacy, mobilizing community members to become civically engaged. The Community Leadership Coordinator will work with department and organizational leadership to support the development of a community-informed and community-led local and statewide advocacy agenda.

Essential Functions:

- Provide logistical and administrative support to NAYA’s Oregon LEAD program including but not limited to planning cohort meetings, trainings, program budgets, and cohort members
- Create, maintain, and mobilize list of community members throughout Oregon and Washington
- Build and maintain relationships with community to ensure participation in civic engagement programs
- Lead base building and community organizing efforts in the Portland-metro area and SW Washington
- Engage with residents of NAYA’s affordable housing properties and encourage their civic engagement
- Engage with NAYA clients across all programs/departments and encourage their civic engagement
- Work with Community Development direct service staff to understand the link between their daily work activities and systems change work, and provide technical and advocacy trainings as needed

Essential Functions continued:

- Support community development staff in recruitment, outreach, and engagement efforts
- Support the community outreach and engagement efforts of the NAYA Action Fund as needed

Additional Duties:

- Maintain positive partnerships and relationships with key contacts in the Native community, public and private sector organizations, and other key stakeholders
- Translate complex ideas into clear and concise written products
- Manage deadlines, tasks, anticipate and adjust for change, set goals and evaluate results
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Support the coordination of wraparound services effectively with other NAYA Family Center programs and staff
 - Input client data, pull data reports, and maintain NAYA and/or contractually required information database systems to track client information
 - Database examples include but are not limited to: Every Action
 - Work as an active member of the Community Development Department
 - 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 Government Affairs Manager

Qualifications:

Education & Training:

- Bachelor's degree in public policy, communications, political science, sociology, urban planning or related field preferred; or two (2) years of work experience in coalition building, community advocacy, public policy, or non-profit leadership experience
- Knowledge of political, economic, and/or social issues affecting the Native American community and other vulnerable populations
- 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 Native American population, strongly preferred.
- An understanding of systemic racism and inequity and how it intersects with public systems. Experience working with policymakers, the media, community organizations and coalitions preferred.

Skills:

- Excellent interpersonal communication, collaboration, conflict resolution, and strong writing skills
- Strong attention to detail and strong work ethic; strong facilitation and project management skills
- Ability to manage stress and remain flexible in a changing environment
- Demonstrated ability to work both independently and as part of a team
- Comfortable speaking in large groups or with individuals
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills
- Strong organizational and time management skills with exceptional attention to detail
- Strong computer skills including:

Skills continued:

- Web-based research
- Word Processing
- MS Excel
- Database use
- Email

Work Environment: Remote during COVID-19; 80% office/classroom, 20% outside office including travel time.

Physical Requirements:

- Lifting a maximum of 30 pounds, sitting for extended periods of time
- The employee may be required to sit for extended periods of time
- 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)
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: 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 Manager
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.o

