



Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218

P (503) 288-8177 | F (503) 288-1260 | www.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

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| Position: | Culture, Education, and Wellness Manager |
| Department/Program: | Youth and Education Services |
| Compensation: | Starts at \$52,000 - \$65,000 annually; Commensurate with 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, Exempt |
| Hours: | General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned. |
| Supervision: | Responsible for direct supervision of Culture, Education, and Wellness Coordinator, Cultural Arts Coordinator, Recreation Coordinator, Two Spirit Advocate, Youth and Education Services Support Staff, Youth and Student Interns, and Community Volunteers within the After-school and Seasonal Camps programs |
| Reports To: | Youth and Education Services Director |
| Job Location: | Portland, OR |
| Created/Revised: | April 2022 |

Position Description:

The Culture, Education, and Wellness (CEW) Manager is a member of the Native American Youth and Family Center Youth and Education Services Department. This position is responsible for integrating cultural identity and arts, wellness, and educational components into all aspects of youth program activities, including after-school activities, spring, and summer camps. This position also guides and oversees the Community Healing Garden with our Health Equity and other cross-departmental teams; after school youth and families are encouraged to participate in the development and tending of this garden. The manager will oversee youths' identity, self-esteem, educational and wellness gains by developing and monitoring existing assessments and internal database tracking of quarterly grade reports and semi-annual transcripts. The manager will continue to build on the department's services to continue developing a continuum of services that spans elementary through post high school.

Essential Functions:

- **Grant Management:** The CEW Manager is responsible for individual program outcomes and the development of resources to maintain consistent and uninterrupted service offerings. The CEW Manager participates in and leads grant writing, grant reporting, and funding compliance requirements. The CEW Manager oversees multiple program offerings to ensure contract compliance, collection of data, timely completion of reporting requirements, and the completion of program evaluation for grant records
- **Facilitating after school program components:** The CEW Manager creates and maintains Monday – Thursday school year programs plus Spring and Summer camp programming primarily for 2nd-8th grade youth (at times, high school youth will be served), including, but not limited to daily recreation, homework support, cultural arts classes, youth dinner services and youth transportation services.

- **Establishing and Maintaining School and Community Partnerships:** This position requires working with schools, community partners and social services organizations with the goal of expanding access to and improving NAYA youth programs.
- **After School Goal Planning:** Using the principals of the Relational Worldview Model, The CEW manager will ensure students create and fulfill after school Goal Plans that include but are not limited to utilizing targeted academic support, cultural arts education, and sports activities.
- **Lead Violence Prevention efforts:** Lead the violence prevention efforts for the Youth and Education Services department, which includes but is not limited to ensuring that youth are involved in both prevention and advocacy efforts, representing NAYA at stakeholders' meetings such as the Violence Prevention Coordinating Council, and leading written and grantor/contractor communications regarding our efforts. There should be an intentional focus to ensure that two-spirit youth have the supports and resources necessary to be successful in their educational and personal pursuits.
- **File management and data input:** The CEW Manager creates systems for and oversees maintenance of youth files that include relevant records needed to support the student in achieving the above goals and outcomes. Inputs records into the Youth and Education Services database(s) (including, but not limited to, daily attendance) to generate progress reports and maintain grant reporting documentation.
- **Coordinating volunteers:** The CEW manager recruits, trains, and supervises volunteers, connecting them to students participating in on-site programming and gardening; this includes standing partnerships with Portland State University's (PSU) Capstone Program. The CEW program manager oversees the volunteers from partners such as the PSU Capstone Program to assist and support after school programming and seasonal camps.

Program and Management Activities:

- Provide supervision, support and training for Learning Center/After School, Cultural Arts, and Recreation Coordinators, Youth and Education Services Support Staff including any academic specialist or support staff, summer interns and PSU Capstone volunteers.
- Collaborate with the Direct Services and Health Equity Managers to provide supervision, support and training for Youth and Education Services staff focused on violence prevention, creating safe spaces, and any additional wellness staff
- In collaboration with the Health Equity Program Manager, ensure the Health Equity team are integrated into youth after school and spring/summer break programming,
 - Communicating with funders to ensure program objectives are achieved and reporting is completed in a timely fashion
 - Assist in creating the design and collaboration plan, including necessary training/on-boarding, for the after-school program staff
- Coordinate extracurricular activities including cultural arts, recreation, and seasonal programming
- Establish and maintain effective working relationships with local schools and educational agencies
- Coordinate efforts to maintain and track usage of the YES Department's vehicle along with NAYA's Operations and Asset Manager
- Develop and maintain transportation calendar for school pick-ups and student drop-offs
- Work with CEW staff to keep track of youth goal plans, academic data, and cultural identity evaluations tools such as the Native Outcomes Planning Protocol to monitor each student's growth
- Train staff, tutors and volunteers to follow state standards when implementing lesson plans and tutoring youth

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- Communicate with CEW and YES staff, students, and parents to discuss educational activities, policies, and student behavioral or learning problems
- Build strong partnerships that enhance and sustain the vision of the Youth and Education Department
- Promote the success of students and staff by working effectively within the larger political, social, economic, legal and cultural contexts
- Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support and build accountability of the student in programming
- Communicate with the Director of Youth and Education Services regularly about the needs, successes and general operation of youth programming

Additional Duties:

- Other duties as assigned by Director of Youth and Education Services
- Additional Culture, Education, and Wellness Manager Duties:

Data Management

- Collaborate with program managers to identify critical reporting data and model new programs within database
- Interface with staff and technical support providers to see that agency client database can model programming needs

Supervision

- Responsible for recruitment, screening and selection of assigned staff
- Responsible for day-to-day supervision of staff, including weekly supervision meetings, weekly department meetings, performance evaluations and related documentation
- Help design and assist in the implementation of staff professional development effort

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), Service Point, Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
- 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, including the departmental leadership 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 in Education, Public Health, Social Work, Public Policy, Indigenous/Native American Studies or similar field, and/or equivalent program management experience
- 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
- Knowledge and understanding of social determinants of health, the local public health system and environment, including the elements necessary for community success
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority clientele required

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- General knowledge of implementing safety and security plans and procedures
- Demonstrated ability to write Grants that are successfully awarded, strongly preferred
- Demonstrated ability in employee motivation and supervision, strongly preferred

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary 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
- Youth After School/Camp Program Coordination Strongly Preferred (participation in after school/camp programming is required at a minimum)
- Demonstrated ability in project management
- Demonstrated communication, collaboration and conflict-resolutions skills
- A minimum of three (3) years of progressively responsible (including leadership) experience
- A minimum of three (3) years of experience working in health, education and/or social services focused on low-income and culturally diverse populations
- Experience managing Grants, including grant writing, reporting and evaluation
- Demonstrated professional record of improving student achievement
- Demonstrated ability in project management (planning, organizing, prioritizing work and follow-through)

Skills:

- Strong community building skills
- Excellent organizational, planning, and prioritization skills
- Organized and detail-oriented; self-directed individual, able to manage multiple tasks under pressure.
- Ability to develop and present in staff, participant and community trainings
- Experience in facilitating and organizing staff development opportunities
- Strong Team Building Skills
- Demonstrated problem solving skills
- Grant management including grant writing, reporting and evaluation
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- 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: 75% office/classroom, 25% outside office including travel time. Some of the position will happen through telework (video conferencing and telephone) during the pandemic.

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.

Physical Requirements continued:

- 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 (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)
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; please address your qualifications and experience
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