



Native American Youth and Family Center

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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”.

Job Announcement

Position:	Youth and Education Services Director
Department/Program:	Youth and Education Services
Compensation:	\$80,000- \$97,500 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
Supervision:	Supervises department program managers and other staff as assigned; will oversee work of interns, volunteers and contractors as needed.
Reports To:	Chief Operating Officer (COO)
Job Location:	Portland, OR
Closing Date:	March 2022

Position Description

The Youth and Education Services Director works closely with the Chief Operating Officer, other Senior Staff members, and program managers. The Youth and Education Services Director is responsible for day-to-day management and strategic direction of the Youth and Education Services Department. The department priorities emphasize cultural identity and academic engagement that include academic support, youth case management, and healthy pro-social activities for over 1000 youth per year. Responsibilities include fundraising to support new and existing departmental programs, supervision of staff and managers, effective management of program resources, community outreach, community advocacy and resource development.

Essential Functions

- Enhance program capacity to positively influence academic outcomes, attendance rates, high school graduation rates and post-secondary outcomes of Native American youth in the Portland metropolitan area through development of culturally appropriate supports and activities
- Management and oversight of all youth program offerings including Culture, Education and Wellness programming (out of school time and after school programming) via the Learning Center and seasonal camps, Youth Advocacy case management offered in 40+ local schools, College and Youth Career Services, Youth Housing Services, Street Level Outreach and Gang Prevention and Intervention, Cultural Arts and Education, Recreation, Drug and Alcohol Prevention, Health Equity and Community Health Work including policy advocacy, Suicide Prevention, Mentoring, Adolescent Sexual Health, and Parent/Family Engagement
- 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 programming for Native American and Alaskan Native youth within the community
- Provide support to Youth and Education Services program managers in the provision of staff training, positive modeling of supervision and proactive management techniques including supervision, training and onboarding, performance evaluations, recruitment, and hiring
- Responsible for administrative and financial oversight of program budgets including working with program managers in the monitoring of monthly program reports and meeting funding compliance requirements
- Negotiate program service contracts, and assure program quality, reporting and overall compliance
- Represent NAYA Family Center and the Youth and Education Services Department at community events, community meetings and other interest generating opportunities

Additional Duties:

Additional Director of Youth and Education Services Duties:

- Other duties as assigned by COO
- Actively participate in the executive leadership team and organizational committees as assigned by the COO
- Engage in agency strategic planning and lead departmental strategic planning
- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff.

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), 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
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff

Minimum Qualifications and Skills:

- Experience working with the urban Native population, including 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.
- Excellent time management skills with a high level of attention to detail.
- Proven grant writing, management, reporting, and evaluation experience.
- Resourcefulness as a professional with demonstrated initiative, discipline, and ability to perform under pressure and meet deadlines.
- Successful experience leading a team, with effective management skills and talent development.
- Demonstrated experience implementing and/or advocating for educational equity initiatives.

Additional Qualifications:

Education & Training:

- Social Work, Education, or Public Policy/Administration related bachelor's degree, Master's preferred and 3+ years program management experience; 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 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 serving Native Americans/Alaska Natives
- Knowledge of resource development and long-range planning.
- Proven persuasive communication skills; excellent reading, writing, editing and research abilities; excellent verbal communication skills. Minimum of five (5) years leadership experience in education and/or human services environment with low income and culturally diverse populations in urban areas

Skills

- Proven budget development, management, and oversight experience
- Ability to manage different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Excellent computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 60% office, 40% outside office including travel time. Much 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.
- 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. 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: May 15, 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