



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

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| Position: | Economic Development Support Specialist |
| Department/Program: | Community Development |
| Compensation: | Starts at \$20 - \$24 hourly and will commensurate based on experience |
| Benefits: | Most employee benefits are prorated by FTE Percentage, including paid time off, insurance policy contributions, and 401K match. 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, or Part-Time (20+ hours), Non-Exempt |
| Hours: | General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned. |
| Supervision: | No supervisory requirements |
| Reports To: | Community Development Manager |
| Job Location: | Portland, OR |
| Created/Revised: | May 2022 |

Position Description:

The Economic Development Support Specialist will support marketing and communications, logistics for and staff events, and administrative tasks for NAYA’s Community Development (CD) Department. This position will primarily focus on assisting NAYA’s place-based economic development programs, Our 42nd Ave. (O42A) and Cully Boulevard Alliance (CBA), in the Cully Neighborhood. This position will maintain O42A and CBA’s online marketing presence, develop and create newsletters, and assist in promoting events. The Economic Development Support Specialist will staff and support community events and activities including the Cully Farmers Market, Native Made Pop-ups, and Coffee Hour. They will assist the District Managers in overseeing three commercial retail properties. This position must possess high-level project organizational and communication skills.

Essential Functions:

- Collect information from CBA & O42A District Managers to create email newsletters.
- Create flyers and web-based documents to promote and highlight CBA & O42A activities.
- Help manage social media accounts and community engagement
- Update and create pages on CBA & O42A websites
- Support with creating high level marketing and promotional documents
- Supporting DM with building needs (scheduling appointments, unlocking buildings when outside maintenance is needed, etc.)
- Purchase and stock supplies such as paper towels, toiletries, cleaning supplies and outsource other various items at commercial properties as needed.
- Point of contact for contractor and vendors for completing commercial property projects under the guidance of the Our 42nd and CBA District Managers

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Essential Functions continued:

- Phone and website query, and email correspondence as point of contact for incoming calls
- Manage and support scheduling, organizing, filing, regular mailings, room reservations, minor editing, etc. as needed
- Logistics support for events including Cully Farmers Market, Native Made Pop-ups, and Coffee Hour
- Coordinate and take notes for multiple gatherings such as steering committee meetings, Coffee Hour, etc.

Additional Duties:

- Meet multiple deadlines and workload demands by applying strong organizational and time management skills
- Perform necessary and intentional outreach to support the objectives and activities of relevant programs under the supervision of the Community Development Manager
- Maintain and organize accurate records of important documents including grant applications
- 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), Outcome Tracker, 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
- Other duties as assigned by Community Development Manager

Qualifications:

Education & Training:

- Working towards associate degree preferred; or 3 years professional office experience
- Experience working within an urban Native community setting 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) strongly preferred
- 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 of the Cully, Concordia and Beaumont-Wilshire neighborhoods, district business owners, and/or community partners preferred
- Experience in community building/relations
- Demonstrated skills in interpersonal communication, collaboration, and conflict resolution

Skills:

- Organized self-starter and motivated
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems

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Skills continued:

- 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
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills
- Ability to demonstrate project management and coordinating skills

Work Environment: Hybrid. There will be remote and in-person work requirements.

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)

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
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org