



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: | Individual Development Account (IDA) Coordinator |
| Department/Program: | Community Development |
| Compensation: | Starts at \$21.63 - \$26.44 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 (see agency Personnel Policy manual for tiered accrual rates). NAYA recognizes twelve paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, 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 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 |
| Revised: | May 2022 |

Position Description:

The Individual Development Account (IDA) program is a matched savings program designed to enable Native American Youth and Family (NAYA) clients to save money for certain major life events. NAYA offers five asset specific savings goals: small business, homeownership, home repair, rental, and education. In collaboration with the IDA team, this position is responsible for the implementation and successful operation of NAYA's IDA program with an emphasis on rental and education IDA's. This position will work closely with the Youth and Education Services and Housing and Stabilization Services departments to recruit and provide case management for rental and education IDA clients. A successful candidate will possess strong attention to detail, ability to engage authentically with community, project management and organizational skills.

Essential Functions:

- Administer, coordinate, and maintain the daily operations of the Individual Development Account (IDA) program with an emphasis on rental and education IDA's including:
 - Maintaining clear communication with program staff to orchestrate delivery of coaching and wrap-around services to IDA participants
 - Reviewing and validating monthly data reports for accuracy
 - Processing ongoing client statements monthly (including assisting with gathering information)
 - Tracking, organizing, and evaluating participant progress and outcomes, and completing follow-ups as necessary

Essential Functions continued:

- Under the direct supervision of the Community Development Manager the IDA Program Coordinator is responsible for processing and approving IDA transactions (including acceptance into program, exit from program, program compliance, and IDA purchases) according to prescribed rules and procedures
- Provide case management services and outreach to current and prospective IDA accountholders in collaboration with asset specific coaches.
 - Conducting orientations with new clients to ensure understanding of the program requirements
 - Assisting participants in opening and maintaining savings plan agreements and accounts
 - Coordinating and approving IDA account activity with client and clients' asset specific coach
 - Supporting clients in setting and achieving financial goals, including goals for income, saving, spending, credit and debt
 - Providing non-judgmental support on a wide variety of personal financial issues
 - Attend and participate in outreach events
 - Collaborate with Youth and Education Services and Housing and Stabilization Services departments to recruit prospective IDA participants
- Administer, coordinate, and plan IDA program compliance and development, including:
 - Maintaining clear records and financial tracking for IDA accountholders
 - Organizing training classes and/or workshops for IDA program participants in collaboration with asset specific coaches
 - Ensure participants have access to required workshops, whether referred, facilitated, or coordinated.
 - Marketing the IDA program to the Native American community
 - Preparing and submitting program reports to funders in a timely manner (both independently and in collaboration with department staff)

Additional Duties:

- Additional IDA Program Coordinator Duties:
 - Establishing and maintaining effective working relationships with IDA community partners
 - Performing advocacy on behalf of the program at meetings or other outreach events
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Monitoring the IDA participant bank accounts, including monthly deposits, matched withdrawals or unmatched withdrawals
 - 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: Outcome Tracker, Efforts to Outcome (ETO), 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 the 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 the Community Development Manager

NAYA Family Center | Position Description: IDA Program Coordinator

Qualifications:

Education & Training:

- Bachelor's Degree in Community Development, Business, a Finance related field, required or a combination of education and experience with a minimum of 2 years' experience may be an acceptable substitute
- Knowledge about IDA Programs 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

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 and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Demonstrated ability to maintain daily operations of an IDA Program

Skills:

- 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
- Database management
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Email

Work Environment: 90% office/classroom, 10% outside office including travel time. Much of the position will happen through telework (video conferencing and telephone) during the COVID-19 crisis.

Physical Requirements:

- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- *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)
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>.

NAYA Family Center | Position Description: IDA Program Coordinator

Application Deadline: Monday June 13, 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