



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:	Two Spirit Programming Advocate
Department/Program:	Youth and Education Services (YES)
Compensation:	\$22.00- \$25.00 hourly
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 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Culture, Education, and Wellness Manager
Job Location:	Portland, OR
Created/Revised:	March 2022

Position Description:

Two Spirit Programming Advocate curates connections for youth within the Two Spirit LGBTQIA+ in the Native American/Alaska Native community including pro-social group facilitation, violence prevention work, connecting youth and their families to NAYA’s services and other community resources as appropriate and more. NAYA aims to uplift and support Two Spirit youth, in feeling valued, seen, understood, and connected to their cultural identities and communities.

Two Spirit Programming Advocate collaborates with NAYA staff and community partners to build a network of support for holistic, culturally, and trauma informed wraparound coordination for 2SLGBTQIA+ youth. Advocate will center youth voice and leadership in program development and implementation.

Essential Functions:

- Community building with Two Spirit young people to create a safe space with and for them
- Facilitate the Two Spirit Safe Space Alliance (TSSSA) with the goal of developing youth leadership for a youth driven group
 - a. Intergenerational Two Spirit Activities to support youth with role models and natural mentors
 - b. NAYA Many Nations Academy support
 - c. Camp Rise 2-8th grade Two Spirit support
 - d. Portland Metro area TSLGBTQIA+ support
 - e. Youth from all Youth and Education Services programming including (but not limited to) Youth Housing Services, College and Career Center, and after school Learning Center
- Provide information and connection to NAYA’s Wrap Around Services such as Youth Housing Advocacy, College and Career Center, After School Programming

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Essential Functions continued:

- Maintain community engagement and resource sharing through Instagram, email, text, and phone communication.
- Planning monthly gatherings for Two Spirit youth, virtually and in-person safely
 - a. Event Planning
 - b. Cultural Art and other culturally centered Activities
 - c. Some overnight trips for university trips or Two Spirit Gatherings
- Mentoring Two Spirit youth as an additional support to NAYA's Wrap Around Services
- Outreach and Recruitment of Two Spirit youth into NAYA
- Community Advocacy work and connection within the Native American/Alaska Native Community and the TSLGBTQAI+ community
 - a. Adolescent & Communities Together (ACT) lead for NAYA
 - b. Facilitate ACT curriculum and other relevant culturally specific sexual and reproductive health education curricula and partnerships
 - c. Violence Prevention

Additional Duties:

- Additional Two Spirit Programming Advocate Duties:
- Other duties as assigned by Culture, Education, and Wellness Manager
 - Programming deliveries, as needed
 - Client Assistance
 - Seasonal Programming activities during Spring Break and Summer Camp Rise
- 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

Qualifications:

Education & Training:

- Bachelor Degree, and one year of advocacy work experience and/or 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 QPR, Suicide Prevention and Risk Reduction
- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

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Experience:

- Lived or worked experience within diverse populations, specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization strongly preferred
- Lived or worked experience in the Two Spirit LGBTQIA+ community
- Experience working with youth, TSLGBTQIA+ youth and/or Native American Alaskan Native youth
- Demonstrated community building skills, project management and relationship management
- Demonstrated ability to facilitate conversations between family members in support of Two Spirit Youth

Skills:

- Ability to model healthy and positive communication with young people of ages 8-24
- Ability to deal with different people and situations appropriately, including but not limited to effective communication with people from diverse backgrounds, school administrators, teachers and parents
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - MS Excel
 - Database use
 - Email

Work Environment: 80% office/classroom/home/remotely, 20% 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 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

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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