



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:	Youth & Education Services (YES) Program Specialist
Department/Program:	Youth & Education Services Department; Learning Center and College and Career Programs
Compensation:	Starts at \$20.00 hourly or commensurate with experience
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes fourteen 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, nonexempt
Hours:	General working hours are 10 a.m. – 7:00pm Monday through Thursday and 9 a.m. – 6 p.m. on Friday; evenings and occasional weekends, as assigned
Supervision:	No supervisory requirements
Reports To:	Youth and Education Services Director
Job Location:	Portland, OR
Created/Revised:	August 2022

Position Description:

The Youth & Education Services (YES) Program Specialist supports students participating in NAYA’s Learning Center (youth in grades 2 – 8) and College and Career Center (youth 8th grade – age 24) services by both fostering their academic growth and supporting their cultural identity while supporting our intake and enrollment process into both programs. The YES Program Specialist also works with youth in Cultural Arts classes and other enrichment activities including spring and summer camps. The YES Program Specialist is also responsible for transporting youth from their school(s) to NAYA Family Center and transporting them home.

Essential Functions:

- Provide support to Learning Center programming, including:
 - Engaging youth participation in the NAYA Learning Center by providing after school tutoring
 - Assisting youth with the completion of individual homework assignments
 - Coordinating with staff to assess and support the youth (e.g. academic, social, and cultural)
 - Assisting with transportation including scheduling and driving youth participants when needed
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- Provide support to College and Career Center programming, including:
 - Transportation assistance when needed
 - Academic and mentoring support for CCC participants
- Provide support to Learning Center and College and Career Center participants, including:
 - Supporting program enrollment and intake process of new participants

Essential Functions continued:

- Coordinating and providing deliveries for and safe transportation of students attending programming activities as assigned (includes participating in field trips and special activities)
- Completing vehicle and fuel logs in accordance with NAYA Family Center policy
- Conducting vehicle inspections to ensure safety on a weekly basis and maintain assigned vehicle(s) in a clean and functional condition (both inside and outside, including refueling)
- Prepping and serving their after-school snack and meal, provided by the NAYA Kitchen
- Assisting with student attendance tracking and entries, and subsequent filing of paperwork, either electronically or via hard copies, as relevant
- Assisting with event coordination, planning, and outreach to participants and the NAYA community

Additional Duties:

- Other duties as assigned by Culture, Education, and Wellness Manager, College and Career Readiness Manager, and/or Director of Youth and Education Services
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - Refer youth and families to other NAYA Family Center programs
 - 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:

- High School Diploma or equivalent required
- Associate's Degree or higher preferred
 - 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

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
- Six (6) months or more of experience providing academic support and/or mentoring services preferred

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

NAYA Family Center | Position Description: Youth & Education Services Program Specialist

Work Environment: 65% office/classroom, 35% 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 (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
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