



# 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

<b>Position:</b>	<b>Green Workforce Academy Coordinator</b>
<b>Department/Program:</b>	Community Development Department; Green Workforce Academy
<b>Compensation:</b>	\$55,000 - \$60,000 annually; depending on years of experience
<b>Employment Status:</b>	Regular, Full-Time, Non-Exempt
<b>Benefits:</b>	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes 14 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 three months of employment and NAYA will match employee contribution to their 401K, up to 6%.
<b>Hours:</b>	General working hours are 8:30am-5:30pm; flexible work schedule available upon approval; evenings and occasional weekends, for events.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Community Development Manager; Green Workforce Academy Program Manager day-to-day programmatic supervision
<b>Job Location:</b>	Remote until the office opens; NAYA and/or <a href="#">Ecotrust</a> ; Portland, OR
<b>Created/Revised:</b>	November 2022

### Position Description:

NAYA Family Center is one of five organizations involved in the Green Workforce Collaborative (GWC). GWC seeks to diversify the green sector and advance economic justice in the Portland metro area through the [Green Workforce Academy](#) (GWA). GWA is a workforce readiness program that is culturally responsive to Black and Native American adults. The GWA Coordinator will support the GWA Program Manager in planning, administering, and overseeing the day-to-day operations of GWA. This position requires extensive outreach and engagement with Portland’s Native community. They will become the go-to resource and cultivate green jobs and opportunities as a viable career path. This person will need to be a strategic thinker who can connect the dots between GWA, opportunities at NAYA and employers.

### Essential Functions:

- Community engagement, relationship building and, on the ground, answering questions
- Lead prospective recruitment efforts
- Identify and coordinate community outreach strategies to promote GWA
- Provide communications support including creating flyers, using social media tools, writing short stories, and publishing electronic newsletters
- Teach GWA classes including assisting with curriculum development
- Build & maintain relationships with existing and potential employers
- Support current and past graduates with mentorship and professional development opportunities
- Identify gaps and opportunities to expand GWA offerings to help meet our goals.
- Identify opportunities for NAYA and Ecotrust and other GWC partners to work collaboratively

# NAYA Family Center | Position Description: **Green Workforce Academy Coordinator**

## **Additional Duties:**

- 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)
  - Work as an active member of the Community Development Department
  - 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

## **Qualifications:**

### Education & Training:

- At least 2 years experience in program coordination, environmental education and/or workforce development fields is highly desirable.
  - Any combination of higher education, lived experience, and work/volunteer experience will be considered.

### Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), First Aid and Automatic External Defibrillator (AED).

### Experience:

- Experience working within diverse populations (specifically with the Native American and Black population) strongly preferred
- Knowledge and/or experience of vocational and/or placement counseling for Native American and Black populations, people of color and other marginalized groups. Knowledge of the local job market and concerns of employers. Knowledge or willingness to learn about other services that meet participants' needs
- Knowledge of Black history, an understanding of structural racism and anti-blackness and issues surrounding the Black experience required
- 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 mentoring adults (i.e., career counseling, peer advising)
- Experience building relationships with multiple stakeholders and across cultures

### Skills:

- Ability to function in a positive manner in a demanding work environment, to demonstrate a high degree of flexibility, to respond to priorities
- Strong analytical and decision-making abilities
- Ability to deal with distressed participants with a trauma-informed approach
- Ability to work in a fast-paced environment and make good judgments as it pertains to participants
- Ability to maintain a high level of confidentiality
- Strong skills in intercultural, interpersonal and organizational communication
- Ability to build strong relationships
- Ability to communicate in a positive manner verbally, in writing, and by phone
- Ability to communicate with a variety of personality types and levels of the organization as well as with persons outside of the organization
- Ability to listen for understanding and assist in problem solving
- Ability to prepare clear, accurate and concise reports

# NAYA Family Center | Position Description: **Green Workforce Academy Coordinator**

## Skills continued:

- Be punctual and have good attendance
- Ability to sit, stand, walk, drive, talk on the phone and/or use computer for extended periods of time

**Work Environment:** 80% office/ classroom, classroom includes field work in all weather conditions and difficult terrain, 20% outside office including travel time.

## **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.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

**Equipment Used:** Computer, phone, fax, copy machine, and 12 seat passenger van

**Safety Considerations:** Local travel and field work is 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; see [https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying\\_Convictions\\_2015.pdf](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 regimen) before start date.

**Application Procedures:** Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs>

**Application Deadline: Saturday, December 31, 2022, at 11:59 p.m.**

**Attention:** Incomplete applications will not be considered. Due to the sheer number of 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](mailto:hr@nayapdx.org)