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: Contract Compliance Coordinator
Department/Program: Finance
Compensation: Starts at $60,000 Annually; 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, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment and NAYA will match employee contribution to their 401K, up to 6%.
Employment Status: Regular, Full-time, Exempt
Hours: General working hours are 8:30am-5:30pm; flexible work schedule and hybrid remote work available upon approval; evenings and occasional weekends, as assigned.
Supervision: No supervisory requirements
Reports To: Chief Financial Officer
Job Location: Portland, OR
Revised: November 2022

Position Description:
NAYA’s funding landscape is complex, including revenue flowing from federal, state, county and city contracts, non-profit sub-awards, as well as foundation grants. The Contract Compliance Officer is responsible for overseeing and monitoring all aspects of NAYA contracts, to ensure compliance with all contract and grant requirements, from accounting, reporting to program deliverables in a timely fashion. The Contract Compliance Officer will develop, initiate, maintain and revise policies and procedures for the general operation of the compliance program. The position involves ensuring NAYA adheres to regulations associated with state, local, government and private funding that is redistributed by NAYA. The position involves implementing a new grant management software system while working closely with the Grant Accounting Manager and Chief Financial Officer (CFO).

Essential Functions:
Contract Compliance
- Monitor and track all public and private grants.
- Monitor and track all current NAYA contracts, to include government contracts, non-profit sub-contract and sub-recipient awards, professional service agreements, MOU’s and other contracts.
- Establish and manage database to track grant and contract requirements, reporting and deliverables.
Essential Functions continued:

- Develop and improve processes and procedures to effectively manage contracts and collaborate with various stakeholders, from external parties to program managers and finance.
- Ensures all contract compliance and reporting requirements are delivered per stated deadlines.
- Leads information sessions, provide written summaries, and notifies management on compliance requirements, details and deadlines.
- Collects and organizes supporting documentation for RFP’s, contract submission and reporting. Submits NAYA information in accordance with contract procurement process and reporting requirements.
- Coordinates with finance, program management and kitchen manager for reporting, monitoring and compliance in all meal programs, NAYA participates in, from National School Lunch Program to summer food programs.
- Supports program managers in ensuring program qualification and documentation requirements are being met and reporting is done in a timely and thorough manner.
- Document all contract compliance activities.
- Work with research and evaluation staff to ensure program initiatives are appropriately evaluated and adapted for continuous improvement.
- Coordinate with Data & Reporting Manager to ensure all data is entered into ETO database in a timely and complete fashion to support data collection and reporting requirements for contracts and NAYA’s data management needs.
- Provides recommendations to the Director of Finance when contract requirements need to be adjusted, as well as process and policy improvements for effective contract compliance management.
- Develops and supports internal audits established to monitor effectiveness of compliance standards, regulations and contracts. Actively supports annual external audits and fiscal monitoring site visits.

Grant Compliance

- Monitor and track all public and private grants.
- Coordinate with program managers and Development Department to ensure timely compliance and reporting on all grants.
- Ensures successful grant making in partnership with staff through stewarding internal grants team.
- Work with research and evaluation staff to ensure grant making initiatives are appropriately evaluated and adapted for continuous improvement.
- Contribute to the preparation of reports for public and private funders related to grant deliverables.
- Work collaboratively with project staff and partners to align program support activities with existing leveraged resources.

Sub-recipient Monitoring

- Manage sub-award grants and contracts and their associated documentation and reporting requirements.
- Conduct fiscal monitoring and risk assessment on all sub-recipients.
- Ensure sub-recipients are adhering to reporting and deliverables related to their contracts.
- Remain current on state, local and federal regulations of NAYA funding sources and ensure subrecipients adhere to regulations.

Additional Duties:

- Other duties as assigned by CFO
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - 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
Additional Duties continued:

- Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:
- Bachelor’s degree in business, organizational management, or related field
- Non-profit contracting experience preferred
- Ability to remain flexible in a fast-paced and rapidly changing environment
- Prior Grants Management/Coordination experience highly desired
- 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

Experience:
- Demonstrated ability to read, analyze and interpret government regulations preferred
- Minimum 3-5 years’ professional contract compliance management experience
- Experience with compliance monitoring and desk reviews of funded programs
- Budget management and regulatory compliance experience
- Experience working within diverse populations
- Experience working specifically with the urban and reservation Native population, including working within a Native American tribe, organization, board, program, or community 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
- Excellent attention to detail and organizational skills
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Publishing or other graphics program
  - MS Excel
  - MS Outlook
  - Database (MS Access or others)

Work Environment: 50% office/remote: Mostly on site when NAYA returns to work.

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.

Other Requirements:
1. 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)
Other Requirements continued:

2. 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.

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