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: Commercial Tobacco Prevention Coordinator
Department/Program: Youth & Education Services Department
Compensation: Starts at $25.00 hourly or commensurate with experience
Benefits: Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). 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 3 months of employment and NAYA will match employee contribution to their 401K, up to 6%.

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. 40 hours per week.

Supervision: No supervisory requirements
Reports To: Health Equity Program Manager
Job Location: Portland, OR
Created/Revised: November 2022

Position Description:
The Commercial Tobacco Prevention Coordinator will support sustainable strategies that will improve health outcomes in the Urban Native community around commercial tobacco use. The role of the coordinator will be to create access to traditional tobaccos, ensure commercial tobacco cessation services are delivered in a way that respects the unique culture, strength, and resiliency of the Native community. The coordinator will build on individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support, and advocacy.

Essential Functions:
- Develop, share, and evaluate customized culturally tailored resources (educational materials, training, and tools)
- Facilitate meetings with the ability to actively assist the group in shaping positive outcomes, compiling meeting notes, analyzing results, and generating useful reporting documents
- Manage project work plans and timelines and be able to communicate project progress and potential issues with multiple stakeholders
- Provide strategic guidance in a collaborative, consultative, and positive manner
- Identify and pursue new projects that fit within the NAYA strategic vision and plans
- Work effectively as a member of the Health Equity team through participating in organization-wide and community-wide initiatives
Position Description: Commercial Tobacco Prevention Coordinator

Additional Duties:

• Additional Commercial Tobacco Prevention Coordinator Duties:
  o Complete monthly reports
  o Collaborate with community partners
  o Attend community events (e.g. health fairs, community events) for outreach purposes
  o Provide brief and informal counseling to community members

• Other duties as assigned by Health Equity Program Manager

• Additional NAYA Family Center Duties:
  o Understand and adhere to confidentiality
  o Coordinate wraparound services effectively with other NAYA Family Center programs and staff
  o 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.
  o Participate in trainings and/or meetings to ensure program outcomes are achieved
  o Represent NAYA with the utmost professionalism at community events and other public relations opportunities
  o Work as an active member of departmental team
  o Participate actively in cross-departmental team projects
  o Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:
• Bachelor’s Degree in nursing, health education, communications, or closely related field such as allied health, psychology or sociology with at least one year in tobacco prevention and cessation experience. A combination of equivalent education and experience may be an acceptable substitute

Certifications/Credentials:
• Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Experience:
• Experience working within diverse populations (specifically with the Urban and tribally-based Native American population, including working within a tribe, board, or other organization), strongly preferred
• Demonstrated ability to manage projects and facilitate meetings. Must be able to maintain strict confidentiality and follow HIPAA policies and procedures
• Demonstrated ability to work independently with strong analytical and problem-solving skills

Knowledge, Skills, and Abilities:
• Ability to develop and evaluate programs and policies to ensure effective tobacco prevention/cessation activities in the community.
• Knowledge of public health and health promotion theories, processes, and activities related to prevention, education, and community awareness with a focus on policy, system and environmental changes.
• Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments
• Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
• Ability to interact with 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
Position Description: Commercial Tobacco Prevention Coordinator

- Microsoft Office including Word, Outlook Email, Outlook calendar and Excel
- Database use

Work Environment: 75% office/classroom/home/remotely, 25% 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.
- 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, cell phone, copy machine (scanner, printer), mailing 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.
4. Successful completion of a DHS Background Check Unit

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