



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | [nayapdx.org](http://nayapdx.org)

## Human Resources Manager

Founded in 1974, the Native American Youth and Family Center (NAYA) is a thriving social services and community center in NE Portland, and one of the city's most respected nonprofit organizations. Portland ranks as one of the largest Urban Native communities in the US and NAYA's 170 employees provide a wide spectrum of programs for our people, from education to housing to elder services. We do our work knowing that our Native cultures are a source of our empowerment.

We seek an organized, warm, and capable HR leader to be our next Human Resources Manager. This role is responsible for providing the full spectrum of HR services including recruiting, onboarding, retention, compensation, benefits, employee relations, and HR information technology. This is an exciting role, with the opportunity to build the organization's HR infrastructure and set forth HR practices that will best serve its employees. This role supervises the HR Specialist and reports to the Chief Operating Officer.

NAYA offers an exceptional benefits package, including medical, dental and vision insurance, 401(k) retirement plan, paid vacation and paid holidays. This is a full-time, exempt role with work hours of 9 am to 6 pm with a one hour unpaid lunch. Starting salary is \$80,000 to \$85,000 per year, or commensurate with experience.

This role will work primarily in the NAYA Family Center although working from home one day a week is acceptable after training and onboarding are complete.

### Who You Are

- You have worked in dedicated HR or recruiting roles for at least four years.
- You have lived or worked experience in the Native community, or you have a strong desire to be of service to Native people. You have knowledge of--or commitment to learn--Native history and the unique challenges of Urban Natives.
- You are an exceptional project manager. You always have a plan, and you always meet your deadlines.
- You can connect authentically with the widest range of people. You are an expert at helping people feel included.
- You understand that HR work is detailed work. You sweat the details.
- You like being busy and having a long and interesting work plan and matching To Do list.
- You have strong compensation experience and are adept at using Excel spreadsheets and formulas.
- You know that you can't do HR without getting out from behind your desk. In your current role, you get around, attending all of the celebrations and meetings. You know your people and you know their jobs.
- You are not afraid to have difficult conversations. You know that difficulties between people don't go away by themselves, so you have learned to walk towards problems.
- You are self aware. You are able to listen well and center others. You tend not to be defensive. You are generally OK making mistakes and taking responsibility for them.
- You are known for bringing order to your team's work. You are a systems thinker and are always thinking about ways to get the work done faster and with fewer errors.

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- You prefer a team environment at work, rather than working alone. You don't hesitate to roll up your sleeves and pitch in, even when it's not your job.
- You love technology and use it to make everyone's jobs simpler. You have had the experience of implementing a new payroll or HRIS system.

## What You'll Do

- In partnership with the Chief Operating Officer, assess the organization's HR needs and set forth a two year work plan for the HR team.
- Foster good communication across the organization. Be a role model for honest, compassionate, and timely communication.
- Get to know every job and every employee.
- Provide coaching and counseling about HR matters to employees and leaders alike. Be an advocate for both.
- With the COO, conduct a compensation analysis to bring greater pay equity. Devise a simple and stable compensation system.
- Develop recruiting protocols to help hiring managers recruit increasingly more qualified candidates, increasingly faster. Develop our employment brand.
- With the COO, update New Employee Onboarding.
- Manage our professional development programs, including managing training records.
- Administer the organization's benefits programs.
- Administer the performance review process, optimizing equity and usefulness.
- With the COO, develop a set of meaningful HR metrics.

## Application Instructions

Submit a resume and cover letter to [NAYA@ArrowTalentGroup.com](mailto:NAYA@ArrowTalentGroup.com). If you need accommodation during the application process, please note this in your email.

Review of applications will begin on January 17, 2023. Applications will continue to be accepted until a candidate is selected.

Questions? Want to chat about this role before you decide to apply? Contact [Michelle Valintis](#) at Arrow Talent Group.

NAYA is committed to building a work environment that respects and inspires every community member. Our mission is to serve Urban Native youth and families, so we strongly encourage tribal members to apply. We encourage applications from members of other historically marginalized groups, as well, including women, people of color, those with disabilities, members of the LGBTQ+ community, and those who have served in the military.



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**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>Human Resources Manager</b>
<b>Department/Program:</b>	Office of the Chief Operating Officer (COO); Human Resources
<b>Compensation:</b>	Starts at \$80K-\$85K or Commensurate with experience
<b>Benefits:</b>	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 fourteen 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%.
<b>Employment Status:</b>	Regular, Full-Time, Exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	HR Specialist, Temporary staff, and Interns
<b>Reports To:</b>	Chief Operating Officer
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	December 2022

### Position Description:

This position oversees all human resources functions for the organization. The role is responsible for compliance with federal and state regulations, while promoting a safe environment for staff, clients, and community members through a service delivery model based in traditional values of pride, respect, and service. Duties include management of all personnel processes including recruitment, hiring, new employee orientation, performance evaluation, disciplinary processes, and oversight of personnel records within the agency. The position is responsible for the identification and development of staff training opportunities including scheduling, coordination, and ongoing assessment of training needs. In partnership with the COO, the position will also coordinate culturally appropriate trainings and all-staff events within the organization.

### Essential Functions:

- Uphold the legal and ethical standards for compliance and quality assurance, including:
  - Maintaining an exceptionally high degree of professionalism and confidentiality due to the nature of this position and the level of responsibilities involved
  - Monitoring and ensuring compliance with federal and state laws regarding employment through continuing education and training of staff
  - Supervising human resource activities related to upholding best practices for compliance and safety policies and procedures
  - Providing ongoing support to managers in recruitment and hiring procedures, new employee orientation, performance evaluation, and corrective action
  - Performing investigations into allegations of misconduct or serious policy violations

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- Representing the organization at personnel-related hearings and investigations
- Assisting in the development of systems to address quality improvements throughout the agency
- Conducting exit interviews to identify reasons for employee separation and provide recommendations to leadership
- Oversee employee performance management standards and activities, including:
  - Ensuring job descriptions are accurate, consistent, and legally sound
  - Periodically assessing performance objectives and outcomes in order to ensure the agency is able to meet their goals by way of employing the highest quality staff
  - Overseeing employee performance evaluations according to agency policy and best practices
  - Ensuring employee disciplinary processes are consistently carried out according to agency policies and best practices
- Coordinate, record, and assess employee trainings, including:
  - Creating and maintaining employee training records
  - Analyzing training records and identified needs to develop opportunities for staff trainings to address both individual employee and agency-wide needs
  - Coordinating staff professional development activities
- Promote and strengthen employee relations, including:
  - Fostering an environment that encourages a supportive employee community and strengthens employer/employee relationships to promote a safe and healthy workplace
  - Developing and encouraging active communication practices across programs and within departments
  - Advocating on behalf of employees by providing a channel for staff to voice suggestions, observations, and concerns
- Oversee the creation, storage, and appropriate ongoing usage of personnel records, including:
  - Creating, maintaining, and ensuring confidentiality of electronic and hard copy employee records
  - Review periodic file audit findings of contents, forms, and methodologies for appropriate system management and make changes/corrections as appropriate
- Direct employee staffing and selection activities, including:
  - Continuously monitoring staffing levels and recommending appropriate changes as needed
  - Conducting wage analysis activities (both internal and external) to evaluate employee compensation (including assessing local and position-specific or other appropriate comparable job markets)
  - Organizing recruiting activities that identify an appropriate target audience of qualified applicants
  - Overseeing the candidate evaluation and selection process
  - Organizing and communicating the hiring of new employees with other staff
- Coordinate the new employee onboarding processes, including:
  - Designing the new employee orientation and revising as necessary in order to foster positive attitudes toward organizational objectives
  - Conducting initial new hire policy training and benefits enrollment sessions along with HR Specialist
- Maintain Human Resources Information System (HRIS)
  - Implement and maintain an electronic HRIS
  - Developing and deliver training to employees on the use of the HRIS
  - Coordinate with the Finance department

## **Additional Duties:**

- Other duties as assigned by Chief Operating Officer (COO)
- 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

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- Database examples include but are not limited to: Efforts to Outcome (ETO), eCivis, 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:

- In-depth knowledge of current laws and regulations affecting the Human Resource field (such as OFLA/FMLA, ADA, EEO, etc.) required
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations preferred
- Knowledge of Native American history, an understanding of the diversity of the local Native American /Alaskan Native community and issues surrounding the Urban Native experience preferred

### Experience:

- Strong writing skills and experience writing policy, job descriptions, and employee relations documents
- Experience working within diverse populations, specifically with the urban and reservation based Native American population, including working within a tribe, board, or other organization, strongly preferred
- A minimum of four (4) years of progressively responsible experience in Human Resources positions required
- Demonstrated ability to protect and preserve the confidentiality of sensitive information and materials

### Skills:

- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding employees
- Ability to connect with employees in a manner that successfully motivates them to achieve better outcomes
- 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 consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- Ability to scrutinize deliverables for accuracy and completeness, applying a strong attention to detail
- Ability to foster interpersonal relationship building and employee coaching activities
- Ability to work independently and efficiently
- Ability to work in an interdisciplinary team setting
- Exceptional verbal communication skills, including persuasive oral communication, leading public presentations, and engaging in active listening.
- Exceptional written communication skills, including preparing publications that are error-free, applying highest standards of journalistic integrity to the research and sourcing process, document composition, and editing (including developmental editing, copy editing, and proofreading)
- Excellent computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** 95% office/classroom, 5% outside office including travel time.

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## **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 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 regiment) before start date.\*
4. Successful completion of a DHS Background Check Unit.

## **Application Procedures:**

Interested candidates should submit:

1. A cover letter that includes why you are interested in joining the NAYA Family Center team
2. A current resume

Additional information about employment at NAYA Family Center can be found at

<http://www.nayapdx.org/about/jobs>.

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