



Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

Southwest Washington Homeownership Coordinator

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 are seeking an experienced homeownership professional to be our next Southwest Washington Homeownership Coordinator. This role involves leading the establishment and launch of NAYA's Homeownership Counseling in the region. This position will forge strong connections with the Native American community and partners and provide the Native American community with comprehensive prepurchase counseling and personalized financial education.

This position focuses on forging strong connections with the Native American community and partners and collaborating with various entities to create a robust support network. The coordinator will also play a pivotal role in developing the Clark County Affordable Homeownership Program, ensuring its effectiveness in serving the Native American community by offering comprehensive prepurchase counseling and personalized financial education.

NAYA offers an exceptional benefits package, including medical, dental and vision insurance, 401(k) retirement plan, paid vacation, and paid holidays. Salary range is \$60,000 – \$65,000 per year.

This role will be primarily remote until a new office is established in Vancouver, Washington. Once a space is found, this position will be expected to work 9 am to 6 pm Tuesday through Thursday in the office. As is typical with community development roles, occasional participation in evening meetings and weekend events is required.

Who You Are

- You are a homeownership program coordinator with at least two years' experience in program development and coordination, HUD compliance, homeownership counseling, and program expansion experience.
- You are an experienced people person and understand the importance of building and maintaining professional working relationships.
- You have lived or work experience in the Native community, or you have a commitment to learn Native history and the unique strengths and challenges of Urban Natives.
- You have participated in--or ideally, you have coordinated—community-based homeownership programming.
- You are an exceptional program planner. You always have a plan, and you always meet your deadlines.

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- You know that you can't do community work without getting out of your office. It's easy and enjoyable to attend all the community events and celebrations. You know that showing up and authentically connecting with others is essential to your work.
- You don't hesitate to roll up your sleeves and pitch in, even when it's not your job.
- You are a strong and effective communicator and keep others in the loop regarding progress, updates, and challenges.
- You are a highly motivated self-starter who can work independently on projects to successfully meet program goals and timelines.

What You'll Do

- Establish and develop NAYA's Homeownership Program in SW Washington.
- Provide comprehensive prepurchase counseling to guide participants through the homebuying process.
- Create new program materials and outreach strategies to promote program enrollment and visibility.
- Establish strong connections with the Native American community and partners.
- Integrate culturally relevant practices into your program's curriculum, outreach, and engagement.
- Partner with Community Foundation of Southwest Washington and other local organizations to reach shared goals.
- Coordinate and facilitate homebuyer and financial education workshops.
- Prioritize data entry, sometimes within multiple systems for program accuracy and success.

Application Instructions

Submit a resume and cover letter to Jobs@nayapdx.org If you need accommodation during the application process, please note this in your email.

Questions? Want to chat about this role before you decide to apply? Contact [Jennie Cirincione](#), hiring manager, or [Karla Smith](#), HR Manager.

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

Position:	Southwest Washington Homeownership Coordinator
Department/Program	Community Development
Compensation:	\$60,000 – \$65,000 per year
Employment Status:	Regular, Full-Time, Non-Exempt
Benefits:	NAYA recognizes 14 paid holidays per fiscal year. Additional paid time off includes accruals of sick and vacation hours; vacation time is based on tenure with the agency. 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%.
Hours:	General working hours are 9am-6pm; occasional evening and weekend events are required. This is a hybrid position, with 3 days in office and 2 days remote.
Supervision:	No staff supervision requirements
Reports To:	Community Wealth Building Manager
Job Location:	Vancouver, Washington
Created/Revised:	August 2023

Position Description:

This position will be dedicated to establishing and launching NAYA's Homeownership Counseling in the SW Washington region. NAYA's SW Washington Homeownership Coordinator will establish strong connections with the Native American community and partners, conducting outreach to raise awareness about the program as well as collaborate with tribal governments, housing authorities, and financial institutions to build a robust support network. They will actively engage in the development and launch of the Clark County Affordable Homeownership Program, ensuring it is structured to effectively reach and support Clark County's Native American community. Additionally, the coordinator will develop the program's infrastructure, creating intake forms and outreach materials, and providing comprehensive prepurchase counseling to guide participants through the homebuying process, including personalized financial education and assistance in understanding mortgage options and responsibilities.

Essential Functions:

- Establish and develop NAYA's Homeownership Program in SW Washington, building relationships and increasing visibility within the Native American community to promote services.
- Contribute to the creation of program infrastructure, including intake forms, outreach materials, and educational resources.

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- Work directly with community members to provide short-term to long-term homeownership coaching, and guidance on mortgage readiness and the homeownership process, using education and coaching strategies that reflect a commitment to the Native community and Native culture.
- Work with homeownership program participants to identify and successfully meet goals in the areas of personal finance, credit, housing stability and home purchase, while providing an understanding of the responsibilities of homeownership.
- Coordinate and facilitate homebuyer and financial education workshops.
- Support the planning and coordination of the annual Native American Housing to Homeownership Fair.
- Determine potential eligibility for home buying products and assistance programs, evaluate and document progress toward individual homeownership goals, providing referrals, provide support and encouragement.
- Maintain current and accurate participant files including case notes, financial records and income documentation; track demographic information and enter all client contact and case data in client management systems.
- Maintain client confidentiality to the highest standard.
- Work with lenders, real estate professionals, home inspectors, and non-profit homeownership program staff to coordinate client services and develop long term professional partnerships.
- Actively identify and recruit participants and households who are ready to begin the home buying process through follow-up phone calls and/or meetings.
- Commit to meeting contract obligations and maintaining policies and procedures consistent with the standards for a HUD Approved Housing Counseling Program.
- Advocate for Native American representation in housing and homeownership services.

Additional Duties:

- Understanding and adherence to client confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff.
- Familiarity with or ability to learn, 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), HomeCounselor Online, ServicePoint, etc.
- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff.
- Other duties as assigned by Community Wealth Building Manager and Community Development Director

Qualifications:

Education & Training:

- Bachelor's Degree and 2 years of work experience providing homeownership counseling or relevant field preferred.
- Degree requirement can be waived with demonstrated years of professional growth in field.

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED).

Skills:

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- Knowledge in the principles, practices and techniques of the homeownership counseling and the home buying process, including credit, savings and spending plans, homeownership retention, along with an understanding of credit reports and credit reporting agencies. Ability to calculate income and debt-to-income ratios.
- Ability to become a HUD Certified Housing Counselor within 6 months of employment.
- Demonstrated experience providing direct participant service as well as conducting workshops and facilitating community education events in homeownership or related fields. Willingness to provide service in accordance with the National Industry Standards for Homeownership Education and Counseling and HUD.
- Experience with the urban and reservation Native American population, including working within a Native American tribe, organization, board, program, or community. Knowledge of Native American culture, values and history, and an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience. Experience working within diverse ethnic and financial populations.
- Ability to communicate with community members including active listening. Ability to communicate with industry professionals. Clear verbal and written communications, including public presentation skills.
- Ability to recognize problems, evaluate situations, gather relevant information from a variety of sources and respond effectively to identified problems. Ability to provide accurate resources and referrals to clients based on need.
- Knowledge of local community resources and experience with workforce system and social service agencies, especially with low-income and BIPOC communities.
- Knowledge in homeownership counseling or mortgage lending, credit, real estate or title insurance, as well as knowledge of federal, state and local housing regulations; knowledge of community agencies and services which can be utilized to aid program participants; and a familiarity with local financial institutions.
- Familiarity with the US Department of Housing and Urban Development and the Federal Housing Administration (FHA), their policies and programs including the Section 184 Indian Home Loan Guarantee Program.

Work Environment: 75% office/classroom, 25% outside office including travel time.

Physical Requirements:

- 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; see https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf for more information)

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3. 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
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Fax: (503) 288-1260
E-mail: hr@nayapdx.org