



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

Position:	Indigenous Food Sovereignty Coordinator
Department/Program:	Youth and Education Services Department
Compensation:	\$58,000—\$68,000 annually
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%.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Director of Youth and Education Services
Job Location:	Portland, OR
Created/Revised:	August, 2023

Position Description:

Land sovereignty is at the core of who we are as Native people. It allows us to exist as Indigenous people, to be in relationship to land. Healing the land is healing ourselves. The Indigenous Food Sovereignty Coordinator will work closely with the Food Sovereignty Garden Coordinator to meet the program goals and objectives of the Portland Clean Energy Fund (PCEF) Regenerative Agriculture grant and the NAYA Food Sovereignty Program. The Indigenous Food Sovereignty Coordinator will be responsible for overseeing all NAYA garden planning and seasonal harvest operations, community events, as well as collaboration across NAYA departments. The Indigenous Food Sovereignty Coordinator will allocate their time in the garden/fields and in the office as required for data collection (approximately 60% garden/40% office).

Essential Functions:

- Develop seasonal curriculum with a focus on First Foods and Indigenous Food Sovereignty
- Coordinating with other Native food sovereignty farms and projects
- Working with partners on campus redesign
- Organizing educational workshops and community events in the NAYA garden and in the community
- Assist with planning annual food and medicine garden
- Including NAYA programming across departments
- Ensuring health and safety standards are followed
- Coordinating with kitchen to meet their needs
- Coordinating with food boxes to meet needs for fresh produce
- Grant writing and reporting
- Developing enterprise with Community Development staff

Additional Duties:

- Other duties as assigned by the Director of Youth and Education Services
- Collaborate with Community Health Workers and Indigenous Food Sovereignty Coordinator
- Data collection as it relates to the PCEF Regenerative Agriculture grant
- Assist with grant writing to increase the Food Sovereignty Program capacity
- Support reporting requirements
- 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), 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:

- Knowledge of Indigenous food sovereignty, first foods, traditional ecological knowledge in the farming process, and seasonal agricultural practices in the Pacific Northwest.
- 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

Certifications/Credentials:

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

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly 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
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: Approximately 60% garden and 40% office.

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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 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 driver's license) 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)
2. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regiment) before start date.
3. Successful completion of a Sterling Volunteers background check

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

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 97218E-mail: jobs@nayapdx.org

Position Description Acknowledgement:

By signing below, I agree that I have received a copy of this Position Description and have been hired by NAYA Family Center to perform the job described herein. I have read this job description (or had it read to me) and I

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completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee Name (Printed)

Employee Signature

Date

Human Resource Manager Signature

Date