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: Financial Wellness Coordinator  
Department/Program: Community Development  
Compensation: $28.85 - $31.25 per hour  
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 position will work Tuesday through Thursday in the office. Monday and Friday can be remote.  
Supervision: No staff supervision requirements  
Reports To: Community Wealth Building Manager  
Job Location: Portland, OR  
Created/Revised: September 2023

Position Description:
The Financial Wellness Coordinator will provide one-on-one financial and credit coaching to support NAYA clients’ personal economic/financial goals. This position will also work with the IDA coordinator to build out NAYA’s culturally specific financial coaching program and curriculum. We are looking for a culturally responsive coach who has excellent judgement and professional discretion. They need to accurately assess each client’s unique situation and effectively develop personalized plans of action. These plans include concrete recommendations for debt reduction, credit improvement, money management, use of financial services, asset protection and the pursuit of short- and long-term goals. The Financial Wellness Coordinator will be one of many NAYA staff working with clients to help pursue homeownership and other long term wealth building opportunities. This position will also facilitate monthly, in person financial wellness classes coming from a culturally specific lens.

Essential Functions:  
- Outreach and engage NAYA clients/residents to participate in financial wellness coaching.  
- Work with clients to provide culturally responsive high-quality financial coaching via individualized counseling and educational classes.
• Provide ongoing support and continue to actively engage clients to promote financial health.
• Document services and gather session data for program reporting and evaluation.
• Achieve program goals for client impact and service outputs, taking initiative with client outreach.
• Develop and deliver culturally specific trainings on personal finance topics and our services.
• Participate in regular team meetings and continued skill-building training sessions.
• Research financial products, consumer rights, and resources on an ongoing basis.

Essential Functions continued:
• Analyze participants' financial situations, provide recommendations, and help create action plans to achieve their financial goals while employing a trauma informed and strengths-based approach.
• Work closely, collaboratively, and effectively with multiple Community Development staff and external community partners.
• Gather feedback from participants to continuously improve the quality and relevance of financial wellness offerings.
• Adapt program offerings based on evolving financial trends, participant needs, and organizational goals.

Additional NAYA Family Center Duties:
• Understand and adhere to 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.
• 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 the Community Wealth Building Manager

Qualifications:

Education & Training:
• Bachelor’s Degree and 2 years work experience providing financial coaching 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 Cardiopulmonary 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.

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.

Experience with self-guided project management and planning.

Experience developing a training curriculum for adult audiences, knowledge of teaching methods and practices.

Experience working directly with low income or communities of color building assets.

Knowledge of database management, grant reporting, and grant/contract administration.

Skills:

- Ability to handle multiple tasks, work with minimal supervision, be creative and resourceful, self-motivated, able to meet deadlines and able to handle confidential information appropriately as required.
- 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.

Work Environment: 90% office/classroom, 10% 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)
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:

Youth Centered • Family Driven • Elder Guided
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 Deadline:** Open Until Filled

**Please send application materials to:**

E-mail: hr@nayapdx.org