



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:	Reimagining Justice in Cully – Project Coordinator
Department/Program:	Community Development
Compensation:	\$60,000 - \$65,000, depending on experience
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; evening meetings and occasional weekend events are required.
Supervision:	No supervisory requirements
Reports To:	Community Development Manager
Job Location:	Portland, OR – NAYA’s 42 nd Avenue Office (4636 NE 42nd Ave.)
Created/Revised:	October 2023

Position Description:

We are seeking a highly motivated and experienced Project Coordinator to join our team for the Reimagining Justice in Cully Project, a community safety initiative. The goal is to improve trust and legitimacy between law enforcement and residents and address lower-level types of crime in a manner that reflects the needs and values of the community. The Project Coordinator will work closely with the Reimagining Justice Leadership Team to lead the project's implementation, fostering collaboration, and empowering residents to actively participate in designing and implementing a community-based safety model. The successful candidate will have excellent communication and organizational skills, a strong understanding of justice system reform, community safety, and racial equity issues, and experience in project management and community engagement. This position is a key role in a collaborative initiative between Multnomah County's Local Public Safety Council (LPSCC), Commissioner Susheela Jayapal, community-based organizations, and residents.

Essential Functions:

- Collaborate with the Reimagining Justice Leadership Team to lead the project's implementation, ensuring alignment with the Transforming Justice project's core strategies and objectives.
- Oversee the planning, implementation, and evaluation processes of the Reimagining Justice Project, ensuring progress towards project goals and objectives.
- Develop and maintain strong relationships with project partners, including LPSCC, Commissioner Jayapal, community organizations, and residents.

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- Utilize a human-centered design approach to engage residents in identifying priorities and crafting community-led solutions to community safety issues.
- Facilitate community engagement activities such as meetings, workshops, and focus groups to gather input, ensure diverse perspectives are represented, and foster collaboration between residents, community leaders, and providers.
- Foster strong partnerships with stakeholders, including residents, providers, neighborhood leaders, and government officials.
- Facilitate regular communication and coordination between project partners to ensure smooth implementation and progress towards project goals.
- Provide regular updates and reports to the Reimagining Justice Leadership Team, and other relevant stakeholders.
- Participate in meetings, working groups, and community events related to the project.

Additional NAYA Family Center Duties:

- Understand and adhere to confidentiality.
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff.
- Maintain NAYA and/or contractually required information database systems to track client information.
 - This may include entering client data, assisting and/or preparing periodic reports.
- Work as an active member of Community Development.
- Participate actively in cross-departmental team events and projects.
- Other duties as assigned by the Community Development Manager.

Qualifications:

Education & Training:

- Bachelor's degree and 2 years of work experience in a relevant field (e.g., social sciences, community development, public administration)
- 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)

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.
- Proven experience in project management, community engagement, and collaborative initiatives.
- Strong understanding of justice system reform and community safety
- Knowledge of the Cully neighborhood preferred
- Familiarity with human-centered design techniques, restorative justice practices, and community-based approaches to public safety.

Skills:

- Comfortable speaking in large groups or with individuals.
- Organized self-starter and motivated
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills
- Communication skills, active listening, verbal and written.

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Work Environment: 75% office/classroom/remotely, 25% outside office including travel time. NAYA employees are expected to work on site most of the week. With supervisory approval, employees may be able to work at home 1 to 2 days per week after successful onboarding.

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:

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

Attention: Incomplete applications will not be considered. 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