



Native American Youth and Family Center

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

NAYA Mission is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Executive Assistant to the CEO
Department/Program:	Office of the Chief Executive Officer
Compensation:	\$58,000 - \$64,000 annually, depending on qualifications and experience.
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:	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:	Chief Executive Officer and/or designee
Job Location:	Portland, OR
Created/Revised:	December 2023

Position Description: The Executive Assistant provides executive-level, administrative support to the Chief Executive Officer (CEO). The role involves close collaboration and coordination with the CEO, Chief Operating Officer (COO) and NAYA’s Director team to address key agency needs and organizational projects. The Executive Assistant serves as a liaison to the Board of Directors and NAYA’s leadership team. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to prioritize and balance multiple priorities. The Executive Assistant will have the ability to work independently on projects, from start to finish, must be able to work under pressure at times, and handle a variety of assignments and confidential matters with discretion.

Essential Administrative Support Functions:

- Complete a variety of administrative tasks for the CEO including, but not limited to:
 - Managing an extremely active calendar of appointments
 - Completing expense reports
 - Composing and preparing correspondence that is often confidential
 - Compiling and organizing agendas, supporting documents, taking minutes and tracking tasks for various meetings including monthly all-staff and leadership meetings, and Director meetings
 - Arranging travel plans and itineraries
- Work closely and effectively with the CEO to keep them well informed of upcoming commitments, responsibilities, and tracks all necessary items requiring CEO follow up
- Support project management and completion of executive and leadership tasks and initiatives through coordination of work plans and follow up on tasks assigned to various organizational leadership

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- Coordinate closely with the CEO and COO to provide logistical and administrative support for all Leadership meetings, organizational all-staff meetings, staff retreats, task forces and committees, and organizational projects and events as assigned
 - Provide scheduling support to COO as requested/assigned
- Maintain a high degree of professionalism and confidentiality due to the nature of this position and the level of responsibilities involved
- Lead special projects as assigned by the CEO including implementing organizational systems

Essential Board Support Functions:

- Performs as liaison to the Board of Directors including the management and coordination of the schedule of meetings; communications including preparation of board agendas, reports, and minutes; maintenance of board files, documents/binders, and facilitating communication between board, staff and/or community
- Organizes, compiles, shares, and ensure all board meeting materials are readily available
- Attends all board and committee meetings and takes minutes
- Manages important board documents and processes including rosters, orientation, board member recognition, annual conflict of interest forms, and background checks for new board members, among others
- This position also currently supports the NAYA Action Fund Executive Director with board of director duties and other organizational projects

Additional Duties:

- Assists the CEO with the implementation of NAYA's strategic plan and annual workplans
- Supports with clear communication between the CEO, Board, and staff to ensure credibility and trust
- Maintain consistent and efficient file structures including physical and electronic systems
- This position occasionally coordinates with the community reception staff responsibilities as needed.
- Other duties as assigned by the CEO.
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Support with the coordination of NAYA's wraparound services as/if opportunities come up
 - 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:

- High School diploma required, Bachelors or Associates Degree preferred
- A combination of educational and transferable/relevant experience will be considered

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
- At least three years of experience providing administrative or executive-level support in an office or nonprofit setting preferred, applicants with transferable/relevant experience will be considered

Skills:

- Excellent computer skills including web-based research, word processing, database management, email, and Microsoft Office programs. Experienced using Microsoft Office tools, SharePoint and Teams experience preferred.
- High proficiency with administrative tools and software including Adobe, Zoom, Word and PowerPoint

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- Ability to remain flexible, quickly adjust focus and priorities easily and as needed in a fast-paced environment
- Strong communication skills, verbal and written, as well as active listening skills
- Excellent organizational skills and ability to work independently with care, initiative, and minimal supervision
- Ability to handle confidential material in a professional manner
- Ability to problem-solve and demonstrate strong decision-making capabilities with emotional and professional maturity

Work Environment: 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 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 Driver's License, successful completion of a driving background, and must be eligible to be an insured driver under NAYA Family Center's liability insurance policy, and remain so during the course of employment.
2. Successful completion of a full background investigation consistent with Oregon Department of Education. 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. *
4. Successful completion of a DHS Background Check Unit

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

Note: Candidates selected for a job offer will be asked to complete a NAYA application.

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. Applicant materials will be reviewed as early as January 10, 2024.

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

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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: jobs@nayapdx.org