



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:	Data and Evaluation Support Specialist
Department/Program:	Supports all programs; supervision in the office of the Chief Operating Officer
Compensation:	Starts at \$52,000 - \$56,160 annually, commensurate with experience
Employment Status:	Regular, Full-Time, 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; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	<i>Chief Operating Officer; Task Supervisor: Data and Evaluation Administrator</i>
Job Location:	Portland, OR
Created/Revised:	November, 2023

Position Description:

The NAYA Family Center is Portland’s home for Indigenous peoples from across the continent, hosting dozens of programs that support and are led by youth, families, and elders. The Data and Evaluation Team at NAYA helps staff, leadership, and the community to understand how best to align strategies with need. The Data and Evaluation Support Specialist will be a critical member of this team, helping to ensure the successful utilization of data for programmatic decision-making. Primary responsibilities include: 50% assurance of data quality, 35% support and training around data for programmatic staff and managers, 15% assistance in design and execution of program evaluations that utilize programmatic and other data. The primary database used is Efforts to Outcomes (ETO), with analyses done in SAP Web Intelligence, though some work is also done using R/SPSS, Atlas.ti/Dedoose, Excel, Service Point (HMIS), Outcome Tracker, and others. Training will be provided where needed, though experience in at least one database or data analysis system will be required.

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Essential Functions:

- Assure quality of programmatic data
 - Co-create and monitor reports that indicate timeliness and correctness of programmatic data,
 - Assist programmatic staff and leadership in implementation of improvements to data quality
- Support and train programmatic staff and managers around programmatic data and information
 - Conduct database and data software trainings
 - Assist programmatic staff and leadership in using input tools and resulting information, and
 - Assist programmatic staff and leadership with maintaining data security
- Assist in design and execution of program evaluations that utilize programmatic and other data (functions commonly assigned to a social-science research assistant)
 - Assist in planning, tracking, and delivering evaluation projects,
 - Assist in designing and testing data-collection instruments in a diverse array of human-service areas, and
 - Assist in building and updating reports used to understand programmatic outputs and outcomes
- Enter data on behalf of programmatic staff as needed or as required in order to perform other duties
- Obtain and maintain the certifications detailed under “Qualifications” and attend any trainings assigned by task supervisor

Additional Duties:

- Other duties as assigned by supervisor and/or task supervisor
 - With task supervisor’s support, respond to individual requests for data from staff, NAYA leadership, and outside stakeholders,
 - Assist in administration of ETO,
 - Collect external data and reports from sources such as academia and the US Census Bureau,
 - Support grant-writing activities,
 - Actively participate as a member of the Data and Evaluation Team around how to help the organization make decisions based upon data
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality,
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff,
 - Participate in trainings and/or meetings to ensure programmatic 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:

Required Education & Training:

- Qualified candidates possess a combination of education, experience, and cultural knowledge. A Bachelor’s degree in a social-scientific, quantitative, or qualitative (research) field is preferred. A combination of equivalent education and experience may be an acceptable substitute.
- Knowledge of Native American history, the diversity of the local American Indian/Alaskan Native community, and issues surrounding the Urban Indian experience
- Entry-level or greater understanding of social-scientific methods, both quantitative and qualitative
- Entry-level or greater understanding of social work theory and practice
- Demonstrated curiosity and humility around the strengths and limitations of data-driven information
- Understanding of issues in data and research justice
- Understanding of trauma-informed care, non-violent communication, and conflict resolution
- Understanding of data security protocols for HIPAA, VAWA, and other regulatory regimes

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Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification with the Collaborative Institutional Training Initiative (CITI Program) in Responsible Conduct of Research, Social-Behavioral-Educational Research (formerly Human-Subjects Research), and Information Security
- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED), if requested

Experience:

- Experience working within diverse populations (specifically with an urban or reservation Native American population, including working within a tribe, board, or other organization) strongly preferred,
- At least one year of experience using a database beyond data entry alone,
- At least six months of experience teaching others about a technical or semi-technical subject,
- At least six months of experience creating quantitative reports of any kind,
- At least six months of experience supporting and/or managing a multi-stage project,
- Demonstrated experience putting into practice each of the skills detailed below

Skills:

- Cultivating empathy, curiosity, and humility,
- Effectively and thoughtfully challenging dominant-culture institutions,
- Thinking in terms of systems instead of individuals, of complexity instead of linearity, and of the sometimes-limited utility of data,
- Teaching with patience and an eye toward autonomy for learners,
- Trauma-informed communication and ability to resolve conflicts with an eye toward collective wellbeing,
- The professionalism required to interact with people from diverse backgrounds, including members of government, philanthropists, and those who have experienced significant trauma,
- Clear reasoning, writing, and verbal communication,
- High attention to detail and discernment of nuanced ideas and numerical figures,
- Use of the tools and methods required to perform the essential functions of the position, including databases, analytic softwares, and best-practices in research

Work Environment: Approximately 60% office/on-site, 40% home/remote. 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.

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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)
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. 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

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 97218
Fax: (503) 288-1260
E-mail: jobs@nayapdx.org